

Stock Administrator

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Company: Bennett & Game Recruitment

Location: Hitchin

Category: other-general

Bennett and Game are currently working with a large multi-modal freight and logistics company based in the Hitchin area currently seeking a Stock Administrator / Warehouse Administrator to join their expanding and successful team .

Our client is a leading Logistical company that cover Multi-modal Freight, Warehousing, Logistics, and Palletised Distribution to European and International markets.

This is a great opportunity for someone looking to cement themselves within the lucrative logistics market and progress their career with fantastic training, progression and development opportunities available.

Stock Administrator Position Overview

Within this role you will be responsible for managing the movement and flow of incoming goods, accurate processing of orders and dispatch of outgoing goods within a very fast-moving environment.

The ideal candidate for this role will have previous experience using Warehouse Management Systems (WMS) as well as time management - overseeing the management of in excess of 100 orders per day from 1000's of SKU's.

You will liaise with the company's clients on a daily basis, understanding their requirements for all or specific deliveries, and handling / reworking of their product. Constant communication must be had with the Warehouse Manager, to update forthcoming intake / picks / rework / urgent dispatches etc.

Reporting - Generating reports on stock movements and levels with detail on Batches, Best before end dates, Quarantine etc. Assisting in stock audits and spot checks on certain

product lines and producing the relevant reports.

Stock Administrator Position Requirements

Previous experience using WMS - Highly Desirable

Excellent customer service and communication skills - Essential

Previous experience and knowledge of Warehouse/Distribution operations

Excellent computer and IT literacy - Essential (word & excel)

Excellent telephone and written literacy - Essential

Excellent Organisation skills - Essential

Stock Administrator Position Remuneration

Monday - Friday Role

Circa £23k salary DOE

20 days holiday + Bank Holiday

Company Pension Scheme

New and modern office facility

Parking on site

Circa 7:30 - 5:30 working day

Excellent career progression

Excellent job security

Bennett & Game Recruitment are acting as a Recruitment Agency in relation to this vacancy.

Bennett and Game Recruitment are a multi-disciplined technical recruitment agency based in Chichester, West Sussex operating across the UK with specialist teams covering a range of industries. We are acting as a Recruitment Agency in relation to this vacancy, and in accordance with GDPR by applying you are granting us consent to process your data, and contact you in relation to this application and the services we offer.

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