

Stock and Admin Clerk - MBUKIRE

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Company: Reyes Holdings

Location: Hemel Hempstead

Category: Other-General

Stock and Admin Clerk - MBUKIRE + Job ID #:56115 + Position Type:Full Time+

Location:Hemel Hempstead, UK+ Shift:Shift 1 (Day) + Department:Warehouse +

Education Required:Not Indicated + Experience Required:Not IndicatedPosition Description:**1 x

Stock and Admin Clerk (Full-time,permanent)** **Shift Pattern: 4 on – 4 off,** **06:00 –

18:00***Job summary:** + Administrating all paperwork with respect to Goods entering and leaving the DC and recording information on the WM system. + Administration waves in line with Warehouse Activity and Distribution Vehicles leaving the DC.

+ Enquiring, monitoring and reporting on physical warehouse activity tasks utilising WMS

+ Shift pattern: 4 shifts on and 4 off - 06:00 to 18:00 or 18:00 to 06:00**Major duties &

responsibilities:** **Goods In** + Answering Incoming calls from Suppliers & providing

assistance where necessary, allocating appointments to Suppliers. + Enter all appointments made onto the WMS system.

+ Liaise with site security to ensure inbound supplier deliveries are controlled and managed within site procedures.+ Co-ordinating with Suppliers / S.

T.I on their arrival at the DC, advising on any delays, dealing with discrepancies between Purchase Orders and Goods Received Notes.

+ Inform QA of any rejections, damages, Use by Date issues or miss-rotated product

delivered to the DC by the Supplier. ****WM Administration**** + In consultation with Shift Management run waves in the 1st instance within JBA then repeated in WMS.

+ Monitor all waves once run and bridged over to WMS+ Monitor all unallocated lines within WMS, update Shift Management team of eta of products not waved.+ Monitor Out of Stocks against Stock File and investigate all Out of Stocks prior to Invoicing.

+ Monitor status of loading / closing of loads to make sure all are completed. Check pix transaction's for completed loads in consultation with Transport Management that all invoices have been released.

****Management Reporting**** + Run any reports requested by Stock / Warehouse Shift Management team+ KPI reporting for dept / warehouse.****Communication**** + Carry out effective shift handover with outgoing / incoming goods in clerk.

+ Attend department briefings as required. ****General****+ Cover for stock admin clerk duties as required.

+ Any reasonable request as directed by Stock – Admin / Warehouse management.+ Full compliance with company Health and Safety, QIP, security and environmental KPI's Position Requirements: ****Profile:**** + Competent in Microsoft Office - Intermediate Excel and Word + Excellent administration, organisation and time management skills ****Technical**** ****competencies:**** + Good level of communication both internally and to external suppliers + Previous experience in a similar data entry, clerical or administration role + Minimum level 2 English and Maths****Behavioural competencies:**** ****Adaptability**** + Accepts and adapts to changes + Learns new skills to meet new needs of the business + Suggests changes and improvements****Quality Work Output**** + Produces quality work + Follows safety practices and compliance policies + Uses time wisely and gets things done + Meets or exceeds deadlines+ Takes responsibility for own actions ****Service Orientation**** + Supports the company's mission, vision and values + Meets or exceeds customer needs + Responds to requests in a timely manner+ Takes initiative to meet customers' needs ****Resourcefulness**** + Uses materials, processes and tools efficiently + Takes initiative to solve problems + Does the most important work first + Gets things done while still upholding

ethics, integrity, compliance and company values ****Teamwork****+ Works with others to get things done+ Openly shares feedback and information that helps the team+ Treats others with respect+ Is approachable to others+ Listens so others feel heard+ Develops relationships built on trustThis list is not intended to be exhaustive.

During the course of your employment the duties of the role may change from time to time to meet changing business circumstances. In the interests of flexibility the Company reserves the right to ask that you perform duties instead of or in addition to your normal duties provided that these duties are reasonable and within your capabilities.

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