

## Stock & Service Administrator

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Company: Randstad

Location: Winnersh

Category: transportation-and-material-moving

### job details

Do you have experience in Administration and stock management? Are you comfortable in speaking to people and maintaining the inventory? We are looking for Stock & Service Coordinator to join a global medical leader based in Winnersh.

Role: Stock & Service coordinator

Location: Winnersh

Salary: £13.73 ph

Work hours: Mon-Fri (Hybrid) i.e 35 hours/week and only Thursday in office

Job type: 6 month contract (Temp to Perm)

### Roles and Responsibilities

Collaborate with Service Managers, Service engineers and the wider team to deliver stock & administration tasks to agreed deadlines and to customer's satisfaction

Accurately maintaining and creating company records and recording customer information

Ensure accurate stock holdings for our service engineers and storage facilities.

Arrange stock checks & audits.

Carryout stock checks at our warehouse storage locations

Returned stock and scrap to be processed on site at our storage location monthly

Ensure engineers calls are completed and closed

Create and distribute monthly Planned Maintenance schedules to ensure we meet our customer

### Service Level Agreements

Create, maintain, and publish ad hoc / weekly / monthly / annual reports / spreadsheets & information

Take ownership of issues, to determine root cause and implement resolution

Performing administrative duties including expenses, online training, booking training courses, booking training rooms, booking travel & accommodation

Once product is ordered you will be responsible for ensuring the part is sent to site - so codes sent accurately

Visiting the warehouse whenever required (atleast twice in a month) to check on the stock and to speak to the engineers

### Basic Qualifications

An experience spare parts / administrator in a similar role

Ability to work on multiply tasks, simultaneously

You will be able to arrange your own diary and prioritize your workload

You will have excellent communication skills and be able to communicate at all levels

Able to work as part of a team and independently

Able to use Microsoft Office tools

### Physical Demands

You will be self-motivated with a clear focus and be able to work within a challenging and fast-paced environment.

Wearing of PPE and the attendance of a site safety course will be a requirement when attending our stock warehouse locations.

Ability to unbox & move returned parts at our storage location. This will be monthly or when required.

Randstad Business Support is acting as an Employment Business in relation to this vacancy.

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