

Warehouse Administrator

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Company: Pertemps

Location: Pershore

Category: transportation-and-material-moving

Job Opportunity: Warehouse Administrator

Location: Pershore

Working Hours: Monday to Friday, 9am - 6pm

Annual Salary: £26,000

Employment Type: Permanent

Are you seeking a dynamic position where each day presents fresh challenges? Join our vibrant team as a Warehouse Administrator in an energetic environment, where your contributions will be pivotal in ensuring the seamless and efficient functioning of our warehouse operations.

Key Responsibilities:

Creating inbound and outbound paperwork for warehouse activities.

Preparing transport documentation for distribution and shipping divisions.

Effectively communicating with customers via phone and email to meet their needs.

Managing various administrative duties including order creation, purchase orders, filing, inquiries, claims, and cost verification.

Supporting customers with stock audits and inventory checks.

Supervising inbound and outbound shipments and site reservations.

Ensuring compliance with health and safety regulations.

Maintaining warehouse security standards.

Collaborating with colleagues and management to ensure tasks are executed efficiently.

Requirements:

At least 2 years of relevant experience in a similar role.

Prior experience in a warehouse setting is indispensable.

Proficiency in IT, particularly in MS Office applications.

Exceptional written and verbal communication skills.

Strong numerical and literacy skills.

Comfortable communicating via telephone and email.

Capable of working independently or as part of a team.

Highly organized and professional demeanour.

Flexible attitude with a proactive approach to tasks.

If you possess these qualifications and are eager to embrace a challenging yet rewarding position within our warehouse team, we encourage you to apply.

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