

Warehouse Administrator

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Company: GXO Logistics, Inc.

Location: Sherburn in Elmet

Category: other-general

Pay, benefits and more:

You will receive an hourly rate of **20**days holiday excluding bank holidays

Flexible dental insurance plans

A company sponsored pension scheme

A 24/7 online GP service, life assurance and fully comprehensive employee assistance programme

Access to our MyBenefits platform, offering a variety of high street discounts, a cycle to work scheme, cashback cards, a saving scheme and much more!

Admission to GXO University, our online learning platform enabling you to achieve your career aspirations!

What you'll do on a typical day:

Supporting the operational teams with any administrative duties

Inputting data into spreadsheets for report writing

Providing data and collating information for the customer

Producing, issuing, controlling and accounting documentation issued to warehouse operatives

Complete general administration tasks

Maintaining inventory paperwork

What you need to succeed at GXO:

Experience of WMS (ideally DLX) along with good knowledge of spreadsheet and Word programs

The ability to bring attention to detail to the role that ensures that a high level of accuracy is achieved

Self-motivated with the ability to prioritise workloads with the ability to work under own initiative

Excellent communication skills, both written and verbal

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