

## Warehouse Administrator

[Apply Now](#)

Company: XP Recruitment Ltd

Location: Wellingborough

Category: management

Location: Wellingborough, Northampton

Are you fluent in Mandarin and experienced in warehouse administration? We have an exciting opportunity for a Mandarin-Speaking Warehouse Administrator to join our team in Wellingborough on a 13-week temporary basis, with the potential for a permanent position. If you are organized, detail-oriented, and thrive in a fast-paced environment, we want to hear from you!

### Key Responsibilities:

**Administrative Support:** Provide efficient and accurate administrative support to the warehouse team.

**Data Entry:** Input and manage data related to inventory, shipments, and other warehouse activities.

**Communication:** Effectively communicate with both English and Mandarin-speaking team members, as well as external partners.

**Documentation:** Ensure accurate and timely completion of relevant paperwork, including shipping documents and inventory records.

**Problem Solving:** Proactively identify and address issues related to inventory discrepancies, order fulfillment, and other warehouse processes.

**Collaboration:** Work closely with colleagues in the warehouse and other departments to maintain smooth operations.

**Requirements:**

Fluent in both Mandarin and English, with excellent communication skills in both languages.

Proven experience in warehouse administration or a similar role.

Strong organizational skills and attention to detail.

Proficient in using Microsoft Office and other relevant software.

Ability to work effectively in a multicultural and fast-paced environment.

**Offer:**

Competitive pay rate, to be discussed during the interview.

13-week temporary contract with the potential for a permanent position based on performance.

Opportunity to work in a dynamic and diverse team.

**How to Apply:**

If you are interested in this exciting opportunity, please send your resume and a cover letter outlining your relevant experience to []. Please include Mandarin-Speaking Warehouse Administrator Application in the subject line. The deadline for applications is [insert deadline].

[Your Company] is an equal opportunity employer. We encourage applications from candidates of all backgrounds.

Note: The information in this job advert is subject to change, and specific details may be discussed further during the interview process.

[Apply Now](#)

#### Cross References and Citations:

1. Warehouse AdministratorLondoncareerhub Jobs WellingboroughLondoncareerhub ↗
2. Warehouse AdministratorDenverjobs Jobs WellingboroughDenverjobs ↗
3. Warehouse AdministratorLebanonjobsJobs WellingboroughLebanonjobs↗
4. Warehouse AdministratorMedicalassistantjobsJobs Wellingborough Medicalassistantjobs ↗
5. Warehouse AdministratorFindengineeringjobs Jobs Wellingborough Findengineeringjobs ↗
6. Warehouse AdministratorChemistryjobs Jobs WellingboroughChemistryjobs ↗
7. Warehouse AdministratorBusinessjobs Jobs WellingboroughBusinessjobs ↗
8. Warehouse AdministratorJavajobsJobs WellingboroughJavajobs↗
9. Warehouse AdministratorSalesjobsnearmeJobs WellingboroughSalesjobsnearme ↗
10. Warehouse Administrator Iraqjobs Jobs WellingboroughIraqjobs ↗
11. Warehouse Administrator Europajobscentral Jobs Wellingborough Europajobscentral ↗
12. Warehouse Administrator Onlinejobsearch Jobs WellingboroughOnlinejobsearch ↗
13. Warehouse Administrator Findlocaljobs Jobs WellingboroughFindlocaljobs ↗
14. Warehouse Administrator Ecommercejobopportunities Jobs Wellingborough

**Ecommercejobopportunities ↗**

**15. Warehouse Administrator TeachingeducationJobs Wellingborough**

**Teachingeducation ↗**

**16. Warehouse Administrator Srilankajobs Jobs WellingboroughSrilankajobs ↗**

**17. Warehouse Administrator PlumberjobsJobs WellingboroughPlumberjobs ↗**

**18. Warehouse Administrator AccountingjobsnearmeJobs Wellingborough**

**Accountingjobsnearme ↗**

**19. Warehouse administrator Jobs Wellingborough ↗**

**20. AMP Version of Warehouse administrator ↗**

**21. Warehouse administrator Wellingborough Jobs ↗**

**22. Warehouse administrator Jobs Wellingborough ↗**

**23. Warehouse administrator Job Search ↗**

**24. Warehouse administrator Search ↗**

**25. Warehouse administrator Find Jobs ↗**

Source:<https://uk.expertini.com/jobs/job/warehouse-administrator-wellingborough-xp-recruitment-ltd-221413968/>

Generated on: 2024-05-03 by Expertini.Com