

Warehouse Administrator

Brand: Matthew Clark

Job Family: Logistics

Report To: Warehouse Shift Manager(s)

Sub Family: Logistics

Purpose

- To carry out the administrative duties within the Warehouse

Core Accountabilities

- Use the JDE and Red Prairie Systems to prepare and print out relevant paperwork for picking, loading, shipping manifests etc.
- Confirm the Completion and Shipping of loads on Red Prairie System.
- Provide cover for warehouse operatives if required.
- Carry out Physical Inventory stock checks using Red Prairie.
- When required conduct Return to Work interviews with employees/maintain sickness records and process if required for possible Capability Procedure.
- Update and maintain Attendance/Absence Spreadsheet records.
- Provide staff agencies with information regarding non-attendance of their staff.
- Maintain information on agency use, MHE hire.
- Complete weekly overtime spreadsheet for Warehouse Department
- Update and maintain individual attendance records on iTrent.
- When required organise employee meetings / issue notification letters.
- As necessary raise Purchase Orders for all requirements within Warehouse Department for authorisation by the Depot General Manager.
- Match up departmental invoices and purchase orders for presentation to the admin team.
- Take minutes at Disciplinary and Capability Meetings etc. when required.
- Assist with Recruitment interviews when required.
- Support and assist Shift Managers with investigations.
- Booking in process as required.
- Printing Blank Forms as required.
- Keep the filing of paperwork in a systematic and up to date manner disposing of those records not required anymore.
- Any other administration work as required by the Shift Management

Key Relationships

Internal

- Stock Control
- Transport

External

- Recruitment Agencies
- Non stock Suppliers

Experience, Skills and Knowledge

- Previous experience in similar role preferable
- Warehouse Management system experience desirable
- Calm under pressure
- Good communicator

Our Values**Passion**

We tackle challenges and opportunities with passion and enthusiasm. Across the business we have fun whilst we do it.

Agility

We are always flexible to the needs of the business. Our people generate innovative ways of working. In return our leadership embrace new ideas and opportunities.

Team Work

We work as one team to achieve a common goal. We support our customers, our retail Franchisees and each other.

Customer Focus and Excellence

We make a difference by going the extra mile for our customers and each other.