



Warehouse Administrator – Goods In/Out Job Description

Job Summary:

The Goods In/Out Administrator will report to the Goods-In/out Team Leaders and Section Manager and take ownership of all Goods-In/Out administrative tasks relating to the operation to support the smooth running of department tasks.

Job Content:

Working under the supervision of the Goods-In/Out Team Leaders and Section Manager, this role will support the operation to undertake all administrative tasks, including:

- Ownership of all Goods In/Out administrative tasks
- Ownership of updating BM1 inbound/outbound tracker
- Ownership of updating the “Goods In Staff ROTA” and “Barometer” on a daily/weekly basis in line with payroll deadlines
- Ownership of all Goods In/Out paperwork storage and archiving
- Supporting the Goods In/Out managers, dealing with delivery/collection queries and discrepancies
- Supporting the Goods In/Out managers, with raising IT Tickets and Smart log admin tasks
- Ownership of discrepancy reporting and error investigation
- Updating GIGO Ops Board
- Updating Pre Pick Sheet/Tracker
- All ad hoc administrative duties on request to support the Goods In/Out managers

Person Specification:

- Previous administration experience (highly desirable)
- Excellent accuracy and attention to detail (essential)
- Sound communication skills, both verbal and written
- Strong IT skills – Microsoft Office, Excel, Word etc (essential)
- Ability to learn and pick up new systems quickly
- Ability to work independently
- Able to prioritise and manage your own time in line with business needs
- Strong organisational skills
- Reliable – a good timekeeper and good attendance record
- Previous knowledge and experience in the logistics industry and understanding of logistics terminology (desirable)