

Hydac was founded in 1963 as an independent provider of hydraulic accessories and is today an internationally established group with over 8000 employees, 50 branch offices and 500 trade and service partners world-wide.

Based in our Witney site the Export/Stock Control Administrator will report directly to the Export/Stock Control Manager, and will be required to assist with the day to day administration duties within Export/Stock Control Department.

### **Main duties for Stock Control**

- Assist with the creation of new stock cards in accordance with requirements for in SAP.
- Assist with updating of existing material records in SAP to ensure accuracy of data.
- Assist with checking stock queries and inaccuracies where instructed, liaising with Warehouse Personnel and posting adjustments within SAP as required.
- Assist with monthly stock checks.
- Assist with monitoring and re-setting of stock levels, slow-moving and obsolete stock.
- Assist with calculation of Sales Prices where required, liaising with Sales Department and suppliers as necessary.
- Assist with maintaining and updating of cost prices and UK Price Book.

### **Main duties for Export**

- Assist with the processing of export orders into SAP, including checking order acknowledgements.
- Assist with release of orders and despatch of orders to customers including liaising with freight forwarders and preparation of relevant paperwork.
- Assist with customer queries, correspondence and phone calls.
- Filing and other administrative duties.
- Assisting with any additional work in the Export/Stock Department.
- Management may, from time to time, require you to carry out tasks in addition to your normal duties, provided these tasks are both reasonable and within your capabilities.

**Skills and Attributes**

- Ability to work with other departments
- Attention to detail
- High level of accuracy
- IT Literate
- Numeracy & Literacy skills
- Assertiveness
- Good Communication Skills (Verbal & Written)
- Ability to prioritise and manage own time
- Flexible

**Qualifications and Experience**

- Educated to GCSE Level in English and Maths (or equivalent)
- Experience of working in an office environment
- Experience of working with customers and suppliers
- Experience of working with different internal departments
- Experience of using SAP
- Experience of MS Word and Excel (MS Office)
- Experience of Stock Control Procedure
- Experience of Export procedures
- Experience of working with Quality Standards
- Experience of dealing with customers and suppliers