

Warehouse and Despatch Administrator

Job Description

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.

We are currently looking for a full time Warehouse and Despatch Administrator to join the team. The successful candidate will report directly to the Warehouse/Site Manager.

Principal Objectives:

Warehouse:

- Receiving and handling Quality certificates relating to products received from suppliers
- Retrieval of relevant certificates to match with shipments to customers
- To ensure the physical movement of stock between our Charlbury and Witney site is correctly recorded
- To assist goods in with booking in stock correctly on SAP
- Printing of labels to allow Warehouse team to physically locate stock
- To support with stock counts when required

Despatch:

- To support the Despatch Clerk by ensuring all essential day to day paperwork in relation to daily pickups are completed in a timely fashion
- Preparation of despatch documentation and certificates for customer orders as required and in accordance with quality procedures
- Handling despatch of the orders as per the Sales Office requirements and quality procedures.
- Pass release notes to the Invoice Clerk promptly, and on a next day basis wherever possible
- Liaison between Carriers and Sales Department, ensuring continuity
- Investigating and resolving queries in a timely manner
- Checking sales invoices according to the approved procedure, for submission to the Finance 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.

The nature of the role means we are looking for someone who is confident and has excellent interpersonal skills. Working within a small team environment the ideal candidate will be IT literate and possess the following attributes:

- Educated to GCSE Standard or equivalent
- Have experience of working in an office environment
- Filing
- Experience of SAP or similar system
- Alpha-numeric literate

HYDAC TECHNOLOGY

- Use of Microsoft packages including MS Outlook, Excel and Word
- Able to work with minimal supervision
- Attention to detail
- Excellent Verbal Communication Skills

Location:

The role will be based at our UK headquarters in Witney, Oxfordshire.

If you are interested in applying for the above position please forward a covering letter and CV, including salary expectation, to recruitment@hydac.co.uk quoting the reference 'WHAdmin01'