



## **JOB DESCRIPTION**

**Job Title**            **Warehouse Admin Clerk**

**Department**       **Warehouse**

**Location**           **Park Royal, London**

### **Overview of role**

The Warehouse Admin Clerk, as part of the Stock and Admin team, will undertake warehouse administrative tasks as required.

### **Duties & responsibilities**

#### **Goods In Process:**

- Checking of all “Goods In “deliveries on a daily basis.
- Checking the Purchase Orders (PO's) against physical goods arrived.
- Processing of the PO's into the Warehouse Management System (Navision).
- Put away migration into the Duty Management System (DMS), and processing of Warehouse receipts.
- Calculation of all freight charges on the PO's that arrive on a daily basis
- Checking the PO's paperwork received against the HMRC website.

#### **Goods Out Process:**

- Carry out the routing of orders
- Complete order manifests on an ad-hoc basis
- Create and register picking worksheets
- Amend orders both on and off manifests as required carrying out the correct system procedures
- Scan PODs
- Administer the UK Mail interface

#### **General Processes**

- Offer basic enquiry assistance to Warehouse staff on matters of location of stock requiring investigation.
- Create and register Movement (replenishment) worksheets
- Offer stock check and stock take assistance as and when required including creating PI stock counts
- Assist in the processing of returns and breakages



### Behaviours:

- Exercise care and attention in the execution of all duties in accordance with the Warehouse rules and health and safety requirements, which shall be displayed and/or communicated from time to time
- Always use maximum effort in the execution of duties to the standard required by the Company, which shall be made known on a continuous basis by Company management.
- Carry out duties aiming always at maintaining/improving the highest possible level of customer service, which is the backbone of the Company.
- Follow any reasonable instructions given by the Bond Officer or his appointed supervisors.

### Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications/ Training	<ul style="list-style-type: none"><li>• Good education</li><li>• GCSE or equivalent in Maths and English</li></ul>	<ul style="list-style-type: none"><li>• A level qualification or equivalent</li></ul>
Knowledge/ Experience	<ul style="list-style-type: none"><li>• Minimum one year working in a Bonded warehouse and distribution environment</li></ul>	<ul style="list-style-type: none"><li>• Experience in wine trade</li><li>• Experience of distribution and route planning</li></ul>
Skills/ Abilities	<ul style="list-style-type: none"><li>• Good team player</li><li>• High level of accuracy and attention to detail</li><li>• Self-starter who can operate without direct supervision</li><li>• Good verbal and written communication skills</li><li>• Intermediate PC skills – Word, Excel, e-mail and Internet</li></ul>	