

Job Title	Warehouse Administrator
Location	Based in our National Distribution Centre, Portbury
Reports to	Operations Support Manager
Department	Operations
No. of reports	0
Brief overview	<p>Roper Rhodes is a supplier of bathroom products with an excellent reputation. Our customers include major DIY multiples, national/regional builder's merchants and a nationwide network of independent bathroom retailers.</p> <p>Our products are manufactured to our own in-house designs and specifications from sources all over the world.</p> <p>We have a significant in store presence in over 3500 retail bathroom outlets throughout the UK.</p>
Role and Responsibilities	<p>Reporting to the Operations Support Manager the role is principally intended to offer administration support to the Warehouse Operation. This is a newly developed role and will require a certain amount of flexibility of tasks. We use a warehouse management system, Chess Empirica, as our platform for operations (This interfaces with a SAP system)</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • Releasing orders • Monitoring and resolving the problem task screen • Resolving Interface issues • Booking deliveries for weekly distribution to customers • Administration of urgent customer orders, ensuring that these are flagged to the warehouse and despatched • Resolving orders that have not been despatched / Liaising with relevant depts and customers. • Goods in reconciliation • Handling email queries from Customer Services • Recording of agency staff hours • Invoices for overseas orders • Error sheet analysis • Filing of paperwork • Maintaining a number of Excel spreadsheets to provide accurate information regarding warehouse operations • Oversee general office organisation • Ensure all customer collections are completed • Addressing general warehouse enquiries. • Ensure phones are answered
Skills and Qualifications	<p>The successful applicant will be educated to a good standard.</p> <p>Have at least 3 years relevant work experience specifically:</p> <ul style="list-style-type: none"> • <i>Administration</i> • <i>Microsoft office, specifically excel</i> • <i>Chess Empirica/SAP experience would be an advantage</i>
Behaviour and Competencies	<p>Energetic and positive "can do" attitude</p> <p>A team player who understand the aims & objectives of the business</p>

	<p>An excellent communicator both verbally and in writing</p> <p>Good time management</p> <p>Flexible approach to work</p> <p>A good problem solver</p> <p>Attention to detail</p> <p>Able to work independently</p> <p>Constantly examines administrative effectiveness and seeks better procedures</p> <p>Strong IT skills</p>
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