

Warehouse Administrator

JOB SPECIFICATION

Purpose – To ensure all goods in either collections or returns are correctly administered, to build trunks and deal with returns in an effective manner.

Driver Debrief

- Ensure all Discrepancies, pallet variances, over's, shortages, damages, rejections are all recorded, reported (with CDR to CS)

Customer Services

- Print collection GRN's
- Print labels for all GRN's/Collections due in to Depot
- Report back status of all pallets arriving by reviewing incoming GRN's
- Load Build outgoing trunkers and process paperwork
- Complete Trunking Summaries

Communication

- Aware of different equipment & processes used to communicate with company colleagues
- Competent to operate all communication equipment necessary for the job role and fully conversant with relevant communication processes and associated timescales

Paperwork

- Aware of documentation associated with Traffic Office
- Identify documents requiring action and refer to others as appropriate
- Give advice and guidance to others on action required by particular documents
- Assist in the daily administration of the Traffic office

Record Keeping

- Aware of the need to keep records

Any Other Relevant Duties