

JOB TITLE Operations Assistant

COMMENCEMENT DATE

REPORTS TO Stock Controller

JOB DESCRIPTION

Purpose of role *Accurate collation of Shipping Documents; ensure accurate input of data into the ERP system; maintaining monthly lead times in the ERP system; submit monthly reports on time*

Main duties and responsibilities

Core objectives include:

- Assist with the administrative & purchasing requirements including; issuing PO's, collating documents, maintaining ETD/ETA in the management system, arranging freight quotes and liaising with suppliers.
- Produce monthly report for internal stakeholders
- Enter New Product Registrations or update existing product into management system
- Assist in answering incoming calls
- Maintain stationery products and kitchen supplies
- Assist internal departments with catering duties for internal/external events
- Maintenance and organisation of the Frenchs Forest warehouse incl, receipt of outbound and inbound deliveries
- Casually assisting at the Belrose warehouse when required

Other duties

The above list is not exhaustive and the role may change to meet the overall objectives of the company.
Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

- *High school graduate*

Experience

- *Minimum 3 years' experience in office all-rounder and purchasing*

Skills & competencies

- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.

- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Professional approach.
- Ability to work under pressure.
- Organisational and time management skills.
- Excellent attention to detail.
- Positive approach to change.

Other

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This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date