



Distribution Centre Administrator

Salary: Dependant on Experience

Location: Doncaster

25 days Holiday + 8 Statutory Bank Holidays (pro rata)

Hours: Part Time- 25 hours per week

Contract Type: Permanent

Benefits

We have a host of benefits including but not limited to:

- ❖ Employer Contribution Pension Scheme
- ❖ Death in Service
- ❖ Company Sick Pay
- ❖ Favourable Holiday allowance
- ❖ Private Healthcare
- ❖ Employee Support Helpline

As well as the above, we will provide you with support and encouragement to learn and develop to truly reach your potential.

We are Recruiting for a Distribution Centre Administrator

Talasey Ltd is one of the UK's leading independent suppliers of landscaping solutions. We pride ourselves on providing good quality products and excellent customer service.

We are looking for an enthusiastic Distribution Centre Administrator to join our team. The successful candidate must be positive, have the ability to work under pressure, have a can-do attitude and enjoy working closely with others.

The successful candidate will be responsible for a range of duties, including but not limited to the following:

- Dealing with deliveries of stock and collection of orders from hauliers and customers.
- Ensuring that all paperwork is completed when stock is delivered or on collection of orders.
- Organisation and prioritisation of the day to day key administration tasks including samples, displays, orders and replacement product
- Liaising between the internal sales office and yard on all matters
- Co-ordination and picking of customer samples, displays, replacements and other FOC product through Sage and CRM
- Daily inspections of the yard to ensure procedures are being adhered to and work areas are tidy and well maintained
- Monitoring of stock levels at the Sandtoft location to ensure adequate stock is held to fulfil orders whilst minimising transfer costs
- To help and assist with administration of stock takes.
- Monitoring of sample stock levels and ensuring sample requests are cleared on a daily basis
- Replenishment of yard consumables including bags, strapping, staples, nails, gas, oil, etc.
- Ensuring a high level of service to all customers, both internal and external is maintained at all times.
- Providing administrative support as and when required to the Technical Team, Customer Care and the Talasey Training Academy.
- Any other ad hoc duties that may arise
- There will be a requirement for holiday cover when the distribution Centre Manager is on annual leave or absent from work. Full time working hours will be required to be worked when this is the case.

It is essential that the candidate has good verbal and written communication skills, has good attention to detail, adaptable and willing to learn new skills and have experience of working with Microsoft Excel and Microsoft Outlook. The candidate needs to have a good standard of literacy and numeracy and have a good and professional telephone manner. It is desirable but not essential that the candidate has a good working knowledge of Sage and previous experience of Salesforce or a similar CRM package.

If you would like to request further information or to apply using a CV, please email HR@Talasey.co.uk