

Operational Support Administrator

Hours: 37.5 Per Week, Monday to Friday

Location: Adlington SK10 4NL

Contract Type: Full time

Package: Health Cover, Company Pension, Death in service benefit, Ongoing training & support.

Holidays: 23 Days plus bank holidays.

CROWD 'Creators of the Outside World' is an innovative group of established companies that are involved in designing the public space. Our aim is to make a conscious contribution to the living environment of people with development of products through our group companies Across Western Europe. As one of the group companies based in the UK; Bailey Street Furniture Group, we are looking to expand our current UK operations, creating several wide and varied roles, across our three UK operational sites. We are therefore seeking to recruit an operational support administrator for our busy operations department based at our Adlington site in Cheshire.

Job Function

The role is to join and support the existing operations team, in a fast-paced and busy environment, where the ability to deal with multiple tasks during the day are essential. Reporting directly to the Operations Manager. The successful candidate should ideally be working in an existing administrative role and be looking for their next challenge within a growing and exciting business operating in the construction manufacturing sector.

Duties include (but are not limited to)

- Creating and processing Job packs for production.
- Arranging coordination of deliveries incoming and outgoing.
- Expediting supply chain.
- Cover with incoming calls as overspill from reception.
- Expediting proof of delivery paperwork with customers and supply chain.
- Raising and issuing of some basic purchase orders
- Raising commercial invoices for international deliveries.
- Helping with invoice queries
- Customer relations

Personal qualities

- Professional & courteous.
- Must be flexible.
- Positive attitude.
- Excellent communication skills both verbal and written forms.
- Good organisational skills.
- Prompt time keeping.

Skills & Experience

- Ability to quickly build strong rapport and trust with supply chain & customer base via telephone and email.
- Well-developed listening skills
- Strong negotiation skills
- Willingness to learn and take on board new skill sets.
- High level of attention to detail
- An experienced user of ERP systems
- Excellent organisation and time management skills, able to work to deadlines
- Able to work closely within a team, but also independently.
- Confident analytical skills
- Team Player

As an Equal Opportunities' employer, BSGF values diversity in all its forms and is committed to fostering an inclusive workplace. We believe that a wide range of perspectives, experiences, and backgrounds is essential for building a successful, thriving organisation.

Please forward your cv and cover letter in the first instance to hr@bsfg.co.uk

