

JOB DESCRIPTION

TITLE: LOGISTICS ADMINISTRATOR

Job Role:

We are looking for a bright, enthusiastic, organised and analytical individual to support the import process within the Buying department, dealing with all documentation pertaining to importation of products sourced from overseas to point of delivery in the UK. This is a highly critical role that requires an individual whose data entry skills are methodical and accurate. This is a full-time, permanent role.

Key responsibilities:

- Management of documentation to successfully complete all import duties to the point of arrival in the UK. This includes but is not limited to:
 - Managing and organising supplier portfolios.
 - Creating and processing various information. This will include creating analysis tools and reports using spreadsheets and other databases.
 - Organising and updating relevant data systems as a daily task to be undertaken with speed and accuracy.
 - Prepare and submit relevant administration in a timely and accurate manner.
 - Diary management and scheduling deliveries.
 - Filing data and performing other routine clerical tasks.
- Ability to communicate clearly with suppliers and customers, ensuring efficient and positive relations that further enable the smooth operation of the importation process.
- Build and maintain positive working relations with all other relevant departments internally and externally that contribute to import activities.
- Use sound personal judgement and initiative to develop effective and constructive solutions to challenges and obstacles that may occur within import activities and procedures.
- Any other duties deemed necessary by the company for the successful completion of the role or for the benefit of the company

Person Specification:

Skills/knowledge

- Experience of import/logistic administration would be an advantage but not essential
- Good communicator at all levels
- Computer literate
- Ability to work well under pressure and to tight deadlines
- Able to prioritise own workload
- Ability to solve complex problem is critical
- Ability to multi task
- Working knowledge of Word, Excel, Outlook and databases. Knowledge of Critical Path software would be an advantage.
- Accurate at data inputting

Disposition

- Confident, positive attitude
- Methodical and organised way of working
- Ability to work on own initiative and also part of a team
- Sense of humour
- Willingness to display flexibility in working hours as occasions may sometimes demand

Company Benefits:

- Competitive basic salary
- 25% shop discount
- 40% online discount
- Company sponsored healthcare scheme

About us:

Wilton Bradley are a well-established, family run, import and distribution company with a wealth of experience in sourcing goods from around the world, and in particular the Far East/mainland China. We are specialists in leisure goods and our various brands cover surf/skate, water sports, wetsuits and dive gear, outdoor play and toys to name a few categories. We trade in the volume affordable end of the market but our brands are renowned for cutting edge design, quality and value for money. We have a highly talented in-house design and product development team who are continually creating exciting and innovative material; we see brand and product development combined with efficient, highly productive and precise operational activity as a key to future success. Our customers range from independent retailers, wholesalers, buying groups and major chain stores, including a rapidly expanding network of international distributors.

For Further Information:

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