


## Job Specification

<b>Position</b>	<b>Warehouse Administrator</b>
<b>Reporting to</b>	Warehouse Manager
<b>The Company</b>	<p>Brigade Electronics, established in 1976, is at the pinnacle of commercial vehicle and mobile plant safety. A founder and innovator of sensing and monitoring systems that have helped save countless lives across the globe for over forty years.</p> <p>Whilst our portfolio can be emulated, our commitment to vehicle safety, our reliable, trusted products and our dedicated team of experts, cannot. We invest in people as well as technology. Everyone in the Brigade family understands the life-changing significance of the products and service we provide and the importance of outstanding systems that work in the most demanding of situations.</p> <p>The Brigade Group organisation is based in the UK and has subsidiary companies in the USA, Canada, Germany, France, Italy, The Netherlands and Poland, and selling in to over 80 countries world-wide via our National Distributor network.</p>
<b>Purpose of Role</b>	<p>To provide an effective and responsive warehouse service to the business by presenting a high level of organisational skills, to support all the daily operations within and outside the warehouse.</p> <p>A flexible approach is necessary and the ability to work beyond the business hours when required is essential.</p>
<b>Limits of Authority</b>	As instructed by the Warehouse Manager / Supervisor
<b>Key Tasks, but not limited to</b>	<ul style="list-style-type: none"> <li>• Sending Orders to Pick</li> <li>• Booking in of inbound freight with hauliers</li> <li>• Booking of Stock to Navision</li> <li>• Undertaking PI counts in the warehouse</li> <li>• Undertaking audits, spot checking for Picking accuracy</li> <li>• Create and Process Transfer Orders as necessary</li> <li>• Booking International Couriers</li> <li>• Following up on queries from the business relating to tracking and</li> </ul>

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	<p>progress of shipments</p> <ul style="list-style-type: none"> <li>• Pick and pack products and organise appropriate despatch with relevant transportation in accordance with “Goods Outwards” procedures</li> <li>• Develop systems with Senior Warehouse Operative to streamline operations</li> <li>• Supporting the Warehouse Manager/Supervisor with any other duties as required</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Following Instructions and Procedures</li> <li>• Delivering Results and Meeting Customer Expectations</li> <li>• Working with People</li> <li>• Adapting to Change and Coping with Pressure</li> <li>• Achieving Personal Work Goals and Objectives</li> <li>• Applying Expertise and Technology</li> </ul>

## Person Specification

Essential	Desirable
<p><b>Education &amp; Training</b></p> <ol style="list-style-type: none"> <li>1. A good standard of education to include numeracy and literacy</li> <li>2. Computer and keyboard literate</li> <li>3. Practical and sound business common-sense</li> </ol>	<ol style="list-style-type: none"> <li>1. NVQ II Warehouse and Distribution</li> <li>2. FLT licence</li> </ol>
<p><b>Experience and Skills</b></p> <ol style="list-style-type: none"> <li>1. Administration and computer systems within warehouse operation</li> <li>2. A minimum of 2 years’ warehouse experience in components/parts warehouse</li> <li>3. Practical on the job distribution/warehouse skills, health and safety manual handling, import/export</li> </ol>	<ol style="list-style-type: none"> <li>1. A current driving licence</li> <li>2. Work within customer-based core industries or competitive companies</li> <li>3. Modern distribution/logistics techniques and methodologies</li> </ol>

<p>documentation</p> <ol style="list-style-type: none"> <li>4. Picking and packing experience</li> <li>5. Logistics and transportation</li> <li>6. Good telephone skills</li> </ol>	
<p><b>Personality and Motivation</b></p> <ol style="list-style-type: none"> <li>1. Attention to detail and methodical</li> <li>2. Practical aptitude to business cost effectiveness/added value</li> <li>3. Willingness to listen and learn</li> <li>4. Capable of working under pressure</li> <li>5. Enjoys team working and a natural team player</li> <li>6. Adaptable to change</li> <li>7. Reliable and punctual</li> <li>8. Self-motivated with a readiness to take responsibility for the quality of own work</li> <li>9. Managing own development</li> <li>10. Respect for company and colleagues</li> </ol>	
<p><b>Interpersonal Skills</b></p> <ol style="list-style-type: none"> <li>1. Able to communicate effectively both verbally and in writing with colleagues, customers and suppliers</li> </ol>	
<p><b>Other requirements</b></p> <ol style="list-style-type: none"> <li>1 Innate time manager</li> <li>2 Fit and able to handle heavy boxes</li> <li>3 Positive attitude towards flexible working to meet business needs</li> <li>4 Health and Safety conscious</li> </ol>	

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_