



Job Specification

Position	Inbound Support Administrator
Reporting to	Inventory and Imports Manager
The Company	<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>
Purpose of Role	<ul style="list-style-type: none">• To ensure the effective data processing and support to ensure smooth and on time deliveries of Inbound shipments into Brigade warehouses worldwide.• To provide cover for the Inbound Controller as required• General administrative support for the supply chain team.
Key Responsibilities	<ul style="list-style-type: none">• Monitoring and management of inbound shipments to all locations.• Monitoring all inbound freight using relevant forwarder systems to identify any potential delays to expected receipt date into Brigade warehouses and liaise with outbound team to minimise impact on customer requested shipment dates.

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	<ul style="list-style-type: none"> Recording status and progression of inbound shipments both on ERP system and Excel based shipment logs Ensuring ERP system and shipment log is updated with accurate expected receipt dates, where any changes to initial plans are identified Preparing Importation documents for freight forwarders under the supervision of the Inbound controller
<p>Key Tasks, but not limited to</p>	<ul style="list-style-type: none"> Updating ERP system with inbound receipt information in a timely manner. Advising the outbound team, planning team & subsidiary companies of any changes to expected delivery dates. Liaising with forwarders & warehouse team to book inbound deliveries to maintain a steady flow of goods. Ordering and receiving non-product items (Marketing, samples, administration items etc.) Assisting with Stock counting as necessary Assist warehouse with creation of Inventory put-away on ERP where required. Investigate and respond to stock related enquires from warehouse, sales & customer services Answer email and telephone enquires relating to freight & inventory from external sources

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Person Specification

Essential	Desirable						
<p>Education and Training</p> <ol style="list-style-type: none"> 1. Minimum of 5 GCSE “O” levels (to include Maths and English). 2. Highly numerate and literate 3. Good knowledge of Microsoft Office package (especially Excel) 4. Good Knowledge of ERP systems and Databases 	<ol style="list-style-type: none"> 1. Proven experience of database administration. 						
<p>Experience and Skills</p> <ol style="list-style-type: none"> 1. Experience of using Dynamic NAV (Navision) either in a sales or purchasing role. 2. Experience in UK/EU Imports 3. Capable of setting and maintaining effective general office procedures 4. Proven ability to manage a multi-task role 5. Understanding of Good customer service principles 	<ol style="list-style-type: none"> 1. Warehouse and stock control management. 2. Customer Service/Internal Sales experience 3. Experience of importing 4. Experience of similar industry (Commercial vehicle parts/components) 						
<p>Personality and Motivation</p> <ol style="list-style-type: none"> 1. Drive to achieve targets – individual, team and company 2. Attention to detail and accuracy. 3. Self-manager and a natural team player 4. Readiness to take responsibility for the quality of own work 							
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<ol style="list-style-type: none">5. Willingness to listen and learn with continuous development mind set6. Dependable, stable, and punctual7. Visible commercial integrity, trustworthiness and respect for company and colleagues.8. Problem solving skills with the ability to “think outside the box”	
Interpersonal Skills <ol style="list-style-type: none">1. Effective written and oral communicator with above average telephone diction	
Communication & language skills <ol style="list-style-type: none">1. Able to communicate effectively both orally and in writing with colleagues, customers, and suppliers.2. Excellent telephone skills	
Other requirements <ol style="list-style-type: none">1. Must have the highest possible regard for Health and Safety2. Positive attitude towards flexible working to meet business needs.	

Employee Signature: _____

Date: _____

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