



Position Description	
Job Title	Goods In Administrator
Reporting to:	Warehouse Manager
Location	Aston Clinton
Scope of Role	<p>Global Infusion Group operates a diverse portfolio of brands that include GIG, Eat to the Beat, e2b and Bonnie May Food & Events, with clients including major corporates, global sporting events, international artists, festivals, film and TV production companies.</p> <p>This role is reporting to the Warehouse Manager with the responsibility for all incoming stock including event equipment. The role is 9am – 5pm Monday – Friday but some flexibility is required. The role will include managing inbound calendar, phonenumber and booking all stock items into the warehouse on the correct systems.</p>

Key Responsibilities
<ul style="list-style-type: none">• Receiving inbound emails and phone calls from clients and logged accordingly.• Receiving all stock on both WMS and CRM systems.• Carrying out any other duties which are appropriate to the post as may be reasonably requested by line manager.• Raising supplier discrepancies and following these through.• Liaising closely with the goods in team and Customer Service team• Assist with the processing of returned stock• Responsible for uploading photo's to customer portal• Any other reasonable related duties as required.

Person Specification

	Essential	Desirable
Qualification	Intellectually robust with a good standard of education with at least 5 C/GCSE's or equivalent.	
Experience & Knowledge	Computer literature with a working knowledge of Microsoft Office.	Intermediate/advanced spreadsheet skills (Pivot tables/SQL querying).
	Working as part of a team and on own initiative.	WMS experience
	Strong customer service background	
Abilities & Skills	Effective communication skills.	Previous goods in experience
	Demonstrable ability to effectively resolve problems.	
	Demonstrate support and drive for continuous improvement activity.	
	Responding to all email requests based on priority	

Global Infusion Group confirms its commitment to *equality of opportunity* in all areas of its work. All individuals will be treated in a fair and *equal* manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

As occupant of this role, I have noted the details in this document are an accurate statement of duties, responsibilities and other requirements of the position.

Approved by (employee signature) :		Please print name		Date:	
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Approved by (manager signature) :		Please print name		Date:	
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