



Warehouse Administrator, Liverpool

Candidate Briefing Document

July 2021

Foreword

Thank you for downloading our candidate briefing document. This briefing document will provide you with important information; about us, the role, the qualifications, skills, experience and competencies required to be successful in this role.

If you are interested in joining our progressive company and meet our requisite skills and experience for this role, then we look forward to receiving your application.

Key Dates

Please note that the closing date for receipt of completed applications is **2pm, Tuesday 3rd August**. Completed applications must be sent to **careers@jenkinsgroup.com**

Our assessment centre, will be comprised of a written assessment and an interview. The written assessment will be sent via email link and instruction on **Wednesday 4th August** and can be completed online. It should be completed by **Thursday 5th August at 0900**. Interviews are scheduled for **Friday 6th August**.

Should you require any further information then please do not hesitate to contact a member of our HR team.

Jane Moss

People Development Manager

www.jenkinsgroup.com/careers



<https://www.linkedin.com/company/jenkins-shipping-group-limited>



[@jenkinsshipping](https://twitter.com/jenkinsshipping)

Jenkins Group- Overview

Jenkins is a port-centric cargo handling, warehousing and logistics business specialising in the paper and forest products sector. Our excellent customer care and engagement is built from our strong operational performance, carried out in a safe and compliant environment. We have a solid record for outstanding service, streamlined facilities, plus exceptional management and logistic capabilities. Our customers are typically global forest product manufacturers and our core market is bulk and containerised cargo shipments arriving into the UK and Ireland by sea.

We have been operating for over 40 years, and have grown to become the market leader in the UK and Ireland. We are headquartered in Belfast, Northern Ireland and operate in 13 different locations across the UK and Ireland, including Belfast, Derby, Dublin, Hull, Liverpool and Sheerness.



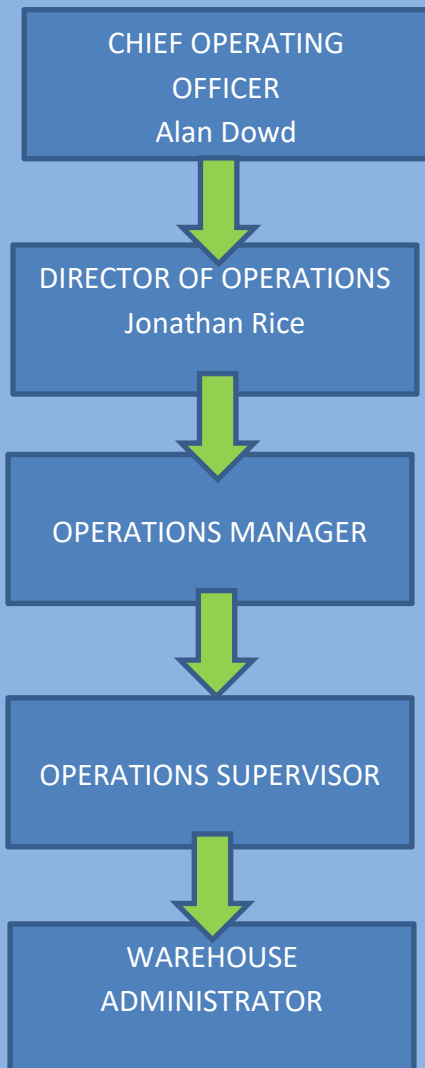
The role in context

The Warehouse Administrator will be based in our Bootle Offices in Liverpool. Reporting to the Warehouse Supervisor, the role will assist us in our drive for a high-performance culture with continuous business improvement.

The overall aim of the role is to work in collaboration with the Warehouse Administration team, in communication with Operations, Customer Care and other business functions to provide efficient and outstanding customer service. The Warehouse Administrator will work as a key communicator in the business, integrating and partnering across functions to ensure the highest standard of service is given to our customers.

Departmental structure

The Warehouse Administrator will report directly to the Operations Supervisor and will be expected to work collaboratively with the Warehouse Administration to further strengthen the Jenkins Shipping customer service.



The Individual

In order to succeed in this role, the individual will have the following:

Essential

- GCSE grade C and above In English and Maths;
- Administration experience in a warehouse environment;
- Experience of working closely with Operational and Transport Teams for service delivery;
- Excellent working knowledge of Microsoft office products, particularly Microsoft Excel and Word;
- Ability to develop good working relationships with customers and colleagues.
- Experience in communicating at different levels across an organisation and the ability to adapt tone and style to suit audience;
- A demonstrable track record of excellent organisational, analytical, prioritisation and problem solving skills, e.g. able to establish a clear structure to your work to maximise the best use of your time;
- The ability to deal with and manage competing priorities with precision and accuracy;
- Professional written communication style;
- Experience in problem solving and working proactively towards solutions.

Competencies

The key competencies for the effective performance of this role are:

- **Customer Service Orientation**
- **Diligence**
- **Teamwork and Collaboration**
- **Communication**
- **Flexibility/Adaptability**
- **Relationship Management**
- **Resilient**
- **Problem Solving**

Terms of Employment

- Salary £24,998
- Free on-site Parking;
- Contributory Pension Scheme;
- Development Opportunities