

JOB TITLE: OPERATIONS ADMINISTRATOR

Hours: You will be required to work Monday to Friday, a total of 40 hours, with a one-hour unpaid lunch break.

Contract Type: 6 months-fixed term contract

The Company:

An exciting opportunity is available for an experienced Administrator to work at Cordek Limited, an established and respected innovator operating in a number of niche sectors. Cordek Limited are market leaders in the design, manufacture and supply of innovative solutions to solve a wide range of construction problems.

Job Summary:

The Operations Administrator will aim to provide support to the operations department where they will assist the Production Planner with a range of administration duties.

Key Responsibilities:

- Organise and process delivery notes received from the sales department
- Work closely with the transport department and keep them up to date with any new delivery notes that occur
- Update stock levels and relevant excel spreadsheet accordingly
- Create a production schedule and communicate the plan to the Production Team Leaders
- Assist with additional operational duties, such as project work, amendments, stock-allocation, and additional production planning duties

Requirements:

- Previous experience within a manufacturing organisation is desirable
- The ability to multitask and successfully meet deadlines in a fast-paced environment
- Proficient Microsoft Office skills, able to operate Excel, Word, and Outlook
- Strong communication and organisation skills
- Attention to detail and the ability to solve problems
- Works well within a team and independently

Rewards:

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday