



Supply Chain Administrator / Administration Assistant

Do you have a keen eye for detail, love numbers and pride yourself on being organised whilst juggling multiple projects? Working under pressure to tight deadlines? If this sounds like you, we would love to hear from you.

Monster Group (UK) Ltd is a thriving online retailer offering a diverse range of high quality and great value products to an international market. We are looking for a super organised Administrator with amazing attention to detail. Reporting to the Supply Chain Manager, you will work closely with our suppliers and freight forwarders to ensure that orders are produced and delivered on time. This really is a fantastic opportunity with brilliant potential for the right applicant.

Daily Tasks:

- Liaising with factories on a daily basis to ensure orders are running on time and any issues that arise are dealt with in a timely manner.
- Organising shipment of stock with freight forwarder to meet planned arrival times.
- Planning deliveries of stock into the warehouses and working with warehouse managers to ensure any stock discrepancies are dealt with.
- Working with members of the team to ensure product improvements are carried out by factories to the standard required before shipment.
- Responding to internal/external emails and taking phone calls.
- Note taking.
- Any other relevant departmental and/or company administration.

Required Skills and Attributes:

- Strong organisational and planning skills.
- Able to manage time, prioritise tasks and meet deadlines.
- Excellent IT skills.
- Superb attention to detail and problem-solving skills.
- Have a positive, 'think outside the box' and can-do mindset!
- Team work as well as initiative to work on your own.

Working hours: Full time, Monday to Friday 8.00am to 4.30pm (37.5hrs per week with 1 hour for lunch). You will be based at our modern offices near Sheriff Hutton (YO60) therefore it is essential that you have your own transport.

Salary is dependent upon experience and attributes. We pride ourselves on creating an exciting working environment that's fun and full of laughter, where people can strive to be their best, and embrace our values; Empowerment, Forward Thinking, Respect and Fun. We also offer a generous holiday allowance of 25 days plus Bank Holidays! If you would like to be considered for this position, please email your CV.

Address: Monster House, Alan Farnaby Way, Sheriff Hutton Industrial Estate, Sheriff Hutton, York, YO60 6PG

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