**About The Role**

**Warehouse Administrator (Goods-In)**

**Barnsley**

**£25,682**

**Full Time Permanent Position**

**Great Hours Monday to Friday**

Are you a Warehouse Administrator with Goods-In experience and looking for a career?

Are you looking for a stable job in a growing company?

Do you enjoy working within a fast-paced environment and being part of successful team?

If so, this is the role for you! We are looking for an experienced Administrator to join our team in Barnsley at Countrywide as a Warehouse Administrator (Goods-In). It’s a position of responsibility supporting the Warehouse Management team, and a great opportunity to join a friendly team in a successful company. It’s a fast-paced environment so we want someone who is enthusiastic and organised with a good attention to detail, experience in using Excel and great typing skills.

**Your role as Warehouse Administrator at Countywide**

* Processing supplier and customer returns.
* Ensure that requests for inbound deliveries are processed on the internal booking system, creating visibility for the Goods-In team to allocate resource effectively.
* Put away of small goods deliveries and project specific deliveries.
* Goods-In paperwork scanned and saved into the central folder daily and the physical paperwork filed in sequential order.
* Customer returns acknowledged through the system to enable a customer credit note to be raised and the goods re-stocked.
* Produce Goods Receiving Notes as and when required.
* Support the Warehouse Management team with their investigation where a discrepancy is reported (miss-pick/miss-ship etc..), providing supporting information for the root cause analysis into each investigation.
* Provide stock count information as and where required for specific items.
* Key system information housekeeping ensuring data is current and accurate.
* Be the first point of contact in the warehouse for telephone calls, collating and forwarding information to the relevant team member.
* Be the point of contact between the Purchasing team and Despatch/Goods-In team for returning goods to suppliers where they are required.
* Any other duties required management to support the operation of the function.

**In return for your expertise, you will get:**

* Salary of £25,682
* 40-hour working week Monday to Friday 09:00-17:30 on a flexible working contract
* Employee discounts
* Free parking on-site
* Company events

If this sounds like the job for you, we would love to hear from you. **Apply now**.

*At PHS, we pride ourselves on our diverse workforce, and ensuring we have an inclusive environment for all our staff. We remain committed to ensuring our teams can bring their true selves to work without risk or fear of discrimination.  Please let us know if we need to make any reasonable adjustments for you during the recruitment process.*