

JOB DESCRIPTION

- JOB TITLE:** OFFICE ADMINISTRATOR
- HOURS:** Optional full-time or part-time role.
(Part-time hours a minimum of six hours per day, Monday to Friday, open to negotiation)
- DEPARTMENT:** ADMINISTRATION
- REPORTS TO:** FREIGHT CONTROLLER
- BASED:** HEAD OFFICE IN EXETER
- HOURS:** FULL TIME, MONDAY TO FRIDAY

PURPOSE OF THE ROLE

To provide general administrative support within the head office; aiding Managers by performing general office administrative tasks. Specifically responsible for providing administrative support to the busy Freight and Purchasing Teams.

There is the potential to progress within the Company. For example, the Freight part of the role will have full training beginning with day to day organising of all import shipments transiting into our warehouses, progressing to all aspects of customs legislation and compliance.

MAIN RESPONSIBILITIES

- Co-ordinate office activities and operations to secure efficiency and compliance to Company policies.
- Accurately update records and databases with required data; producing report when required.
- Order consumables as required; ensuring items are receipted and invoices processed.
- Provide administration support as required by the business, especially to the Freight Controller and Buyers.
- Plan and instruct carriers to meet transport requirements and prepare relevant booking confirmations.
- Expedite shipment status information through to final delivery.
- Liaise with transport providers regarding any transportation issues, damage in transit, shipment verification, documentation etc.
- Liaise with all warehouse locations regarding planning and scheduling timed deliveries.
- Liaise with purchasing department ensuring they are regularly updated with regards to any delays on deliveries.
- Provide quotations & assistance on domestic and export shipments for Customer Services/ Contracts/Production departments including Same Day and timed deliveries.
- Provide guidance on most suitable transport to meet customer's requirements.
- Keep accurate detailed records on Business Central traffic of import shipments in transit and expected warehouse deliveries.
- Process documentation for import shipments, providing agents with clear and accurate customs clearance instructions.
- Assist in other day to day import requirements.
- Raising Purchase Orders for the Buyers, as and when instructed.
- Updating pricing for the Buyers.
- Basic expediting of samples and orders from suppliers.

Progress to:

- Provide guidance on import/export requirements i.e. Documentation, customs controls and compliance, Incoterms, commodity codes.
- Audit BC Freight system records and documentation for VAT requirements,
- Ensure all paperwork within the traffic card is complete and correct and Purchasing/Finance landed cost records have been updated.

HEALTH AND SAFETY

- Endorse and promote a positive and conscious health and safety culture within the Company. Ensure always take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Ensure compliance with all health and safety, quality and human resource policies and procedures of Original Style.

These are the main functions of the job but the incumbent may be required to carry out other duties as may be reasonably required to meet the demands of the business.

PERSON SPECIFICATION

To succeed in this role the person needs to:

- possess strong administration skills with high accuracy and a meticulous approach to record keeping;
- be highly organised with a methodical approach and the ability to multi-task and prioritise work effectively;
- demonstrate being a good team player with excellent communication skills; able to converse confidently on the telephone and by email;
- be IT numerate and literate, with good MS Office skills, especially Excel;
- be able to act on own initiative, determine source of problems and provide potential solutions;
- show evidence of working to tight timescales and budgets;
- show an appetite for work and learning, with a flexible and adaptable approach;
- ideally have experience of working in an office environment;
- show ability to learn quickly, and transfer skills to other sections of the departments.

REMUNERATION AND BENEFITS

We offer a competitive salary and benefits including a contributory pension scheme, death in service benefit, staff discounts and Medicash Healthcare Cashplan (including shopping, travel and gym discounts). In addition there is structured training and the potential for career progression within our growing dynamic Company.

LOCATION

Original Style's head office is based in air-conditioned offices with free parking close to junction 30 of the M5 at Falcon Road, Sowton Industrial Estate, Exeter, Devon, EX2 7LB.

BACKGROUND INFORMATION ON ORIGINAL STYLE LIMITED

Please refer to the following websites: <http://www.originalstyle.com>
<https://www.clayandrock.co.uk>
<http://www.designworkstiles.com>
<https://www.countytilewarehouse.co.uk>

Original Style is one of the U.K.'s leading manufacturers, importers and distributors with an extensive portfolio of high quality ceramic, porcelain, glass mosaic and stone tiles. The Company has been producing high quality tiles in our factory in Exeter, Devon, since 1986 and we offer a wide range of products - from contemporary large format wall and floor tiles to hand-finished glazed tiles designed in-house. Tiles are our craft and we are committed to manufacturing using traditional techniques teamed with state of the art technologies. We also source original and innovative tiles for our collections from across the globe, such as our unique glass products and mosaics, enriching our collections for a truly versatile choice. The key to our success is the experience of our highly skilled designers and craftspeople, showroom experts, customer service and all the support functions who make it a priority to ensure customer experience excellence throughout each stage of their journey with us.

With circa 190 employees, 14 tile showrooms and a global network of retailers, Original Style is committed to continuous development as an industry leader. We have recently rebranded the majority of our retail showrooms/stores to Clay & Rock, aiming to provide a premium retail experience. With continuous growth and products available in over 60 countries and over 2,000 retail outlets worldwide there's never been a more exciting time to join Original Style. Your growth is equally important to us – we will support you to reach your full potential and achieve your personal development goals.

HOW TO APPLY

Applicants should send their CV and a cover letter (including current salary and salary expectations) to Diane Smith, Human Resources Manager, by email to dsmith@originalstyle.com.