



VACANCY

Operations Administrator

Location: Hill Cross Furniture, Cramble Cross, North Cowton, North Yorkshire DL7 0HL

Salary: £19,000 – £22,000 plus Company Benefits and 30 days holiday

Hours of Work - Monday to Friday 8am to 5pm (Some weekend work may be required in busy periods)

Reason for the Vacancy: Business expansion

Reporting to: the General Manager within the Operations Dept.

Company Description: Hill Cross Furniture is an international market leading business supplying contract furniture to the leisure, hospitality and healthcare sectors. Clients include Nandos, Pizza Express, and wagamama, to name just a few. www.hillcrossfurniture.co.uk

Key Responsibilities and Accountabilities:

- Placing orders with new and existing suppliers for project and stock items.
- Ensuring items are delivered to schedule and on budget, working closely with the Logistics and Warehouse Dept.
- Keeping related databases and spreadsheets up to date.
- Keep the Project Management team up to date with any issues regarding goods in and project suppliers.
- Compiling end of month reports.
- Answering the telephone and making telephone calls to suppliers.

Essential Skills

- Great reaction and flexibility in a fast paced environment.
- Good telephone manor and strong negotiation skills.
- High degree of administration skills
- Highly organised with an ability to pick up new skills quickly.
- Self-Motivated.
- Detail orientated.
- Previous experience working in an procurement, goods in and administration role.
- IT literate.
- Ability to read technical drawings.
- Driving licence (Semi rural area).

Preferred, but not essential

- Previous experience with some supervisory and team leader responsibilities. (This role has the opportunity to grow within the department)
- Experience working in furniture orientated environment.
- Experience working in an Operations environment.

To apply send your CV or email mike.cole@hillcrossfurniture.co.uk