**JOB DESCRIPTION**

**JOB TITLE:** Operations Administrator

**DEPARTMENT:** Operations Department

**OBJECTIVE:**

To work as an integral part of the department in providing an excellent level of administration and service to achieve the company aims.

**OPERATIONS DEPARTMENT**

1. Arrange Worldwide Shipping
2. Check and authorize freight invoices
3. Change Backup Discs daily
4. Check supplier order confirmations and update system
5. Create Export Documentation
6. Logistics Queries
7. Meter Readings monthly
8. Print production paperwork
9. Progress purchase orders
10. Scan sales orders to the system

**FINANCE DEPARTMENT**

1. Assist Financial Controller with daily duties
2. Contract management – assistance
3. Credit Control – send statements out, chase payments
4. Invoice customers and archive the invoices in the system
5. Petty cash
6. Assistance with processing invoices
7. Statement reconciliation

**Operations Administrator job description continued…**

**JOB SPECIFICATION**

**Skills**

Fluent English

Numerate

Good level of computer literacy Excel, Word, Outlook

Good verbal and written communication skills

Adaptable, flexible and capable of prioritising and managing tasks

Good attention to detail and accuracy

Good organisational skills

**Experience**

Previous work in an administration role

**Qualifications**

GCSE or equivalent English and Mathematics

**Signed: ……………………………………. Job Holder Date: ……………………**

**Signed: ……………………………………. Manager Date: ……………………**