

Job Description

Job title:	Administrator	Department	Sampling
Level/Grade	Operational	Reports to:	Office Manager
Role Purpose: Why the role exists and its overall contribution to the organisation			
As a member of the administration team to provide the support necessary for the effective and successful day-to-day operations of the Sampling department.			
Main Purpose of Job:			
To administer the Sampling facility ensuring tight control on quotations, costings, suppliers, production and logistics. Whilst supplying on time quality products within budget and to customer complete satisfaction.			
Role Accountabilities: main areas for achieving delivery and results			
<ol style="list-style-type: none"> 1. Sales: <ul style="list-style-type: none"> ✎ Calculate cost of all materials required to produce the orders and prepare the costing and quotation accordingly. 2. Customer: <ul style="list-style-type: none"> ✎ Discuss initial brief and be the point of contact for queries; ✎ Manage project lead-times, free issue of materials, point of sale material, graphics, labels, and artwork; ✎ Update customers on project work and rollouts. 3. Suppliers: <ul style="list-style-type: none"> ✎ Purchase materials within budget securing the best raw material prices; ✎ Be point of contact for supplier queries; ✎ Coordinate and place of printing orders. 4. Production Management: <ul style="list-style-type: none"> ✎ Liaise with the operations manager to allocate the required production capacity; ✎ Prepare Bill of Materials, calculate order and production timings; ✎ Production scheduling, preparation of paperwork and job packs; ✎ Resolve problems or discrepancies that occur during production; ✎ Attend regular meetings with production and operations and communicate the Production Schedules to all stakeholders; ✎ Apply appropriate commercial considerations to ensure on time in full delivery, quality, cost effectiveness and customer satisfaction; ✎ Oversee the effective use of delivery transport options. 5. Logistics: 			

- ✖ Coordinate delivery of samples with the warehouse supervisor;
- ✖ Monitor project progress to ensure projects remains on schedule;
- ✖ Liaise with transport administrator to ensure efficient delivery of products;
- ✖ Constantly review the order book and update management and departments accordingly.

6. Stock Management:

- ✖ Ensure the maintenance of accurate stock records;
- ✖ Assist in the production of the stock figures at the end of month together with work in progress.

7. Other Responsibilities:

- ✖ Liaising with the Design Department for sample board lay requirements and sample drawings;
- ✖ Provide guidance and ensure adherence to all policies, procedures and standards.
- ✖ To undertake ad hoc projects related to strategic and tactical needs as delegated by the Office manager and Operations Manager.

Knowledge, Skills, Qualifications and Experience:

Essential:

- ✖ Previous experience in a similar role;
- ✖ Highly organised with strong time management and able to work under pressure;
- ✖ Good commercial understanding and knowledge of pricing and costing;
- ✖ Knowledge of project management concepts and principles gained through practical experience;
- ✖ Experience in a diverse and busy team environment;
- ✖ Good communication with influencing skills and able to build working relationships;

Desirable:

- ✖ Good project coordinating experience, ideally in a manufacturing operation;
- ✖ Motivated and like to take ownership of tasks and projects;
- ✖ Great at paying attention to detail with a strong eye for detail;
- ✖ Keen on developing existing skills as well as learning new ones.