

Warehouse Administrator



part of the Trifast plc Group

Who we are

At TR, part of Trifast plc, we're more than fasteners, we're the trusted partner behind some of the world's most advanced industries. As a global leader in the design, engineering, manufacture, and supply of fastenings and Category 'C' components, we deliver smart, efficient solutions that enhance performance across major assembly operations.

From Automotive to Smart Infrastructure and Medical Equipment, our focus on engineering excellence and streamlined supply keeps us at the forefront of progress.

We're looking for a driven and dynamic UK Distribution Account Manager to contribute to our continued success on a global scale.

We are looking to recruit a Warehouse Administrator to join our new National Distribution Centre based in the West Midlands (WS2 8DQ). The role is 37.5 hours per week 09:00 – 17:00.

The Role

Reporting to the Warehouse Admin Supervisor. You will be required to ensure that all administration work is carried out to the agreed high standards.

Key Tasks

- Confirming shipments
- Posting works orders
- Confirming PO's
- Resolving picking errors on delivery notes
- South & NDC urgent chats
- South & NDC urgent boards
- IT scanner and printer allocation and keeping it updated
- Liaising with sales teams to correct and resolve issues.
- Filing, copying
- Moving export shipments and files into correct folders (Export admin duty)
- Arranging ozone and dealing with courier drivers
- Managing tiles related to warehouse
- Covering Supervisor standard duties when on annual leave (submitting over time etc)

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The Candidate

The successful candidate will ideally have experience of working within a warehouse environment and needs to have excellent communication skills together with a good telephone manner and be able to communicate at all levels.

Being a good all-round team player is a must as is the ability to work to deadlines and think on your feet.

A proactive approach to work is essential. The successful candidate must be able to demonstrate flexibility in their approach and be able to prioritise and remain focused at all times. You must have experience in the use of Microsoft Word, Excel and Outlook and have a good standard of numeracy and literacy.

What we offer

- On-site parking
- Life insurance
- Pension
- Employee Assistance Programme

To apply

If you are interested, know of someone who might be or have any queries, please contact:

HR at careers@trifast.com

To apply for this role, kindly send your CV and specify the position you are applying for to the above email.