



Job Title	Operations Administrator
Hours	Full Time
Tenure	10 Weeks
Location	Neptune Point, Vanguard Way, Cardiff, CF24 5PG
Responsible to	Matt Bond
Closing Date	07/07/17
Internship Start Date	ASAP

Santander Internship Programme

The University is participating in the Santander Intern Programme, connecting talented graduates with some of the UK's fastest growing, most exciting small and medium-sized enterprises (SMEs). Santander is part-funding internships for Cardiff Met students and recent graduates. If you would like to kick-start your career and build valuable experience fast, this is a great way to do it.

N.B. This opportunity is open to Cardiff Met students and recent graduates only.

Company Information/Background

Have a passion for beauty? Then you belong at Escentual! Retailing online since 2000, Escentual is the home of the world's most coveted premium brands, with a carefully curated mix that brings the best in beauty to the fingertips of our customers. We're seriously passionate about creating an enhanced customer experience, with incredible service, innovation and integrity at the heart of everything that we do.

In response to strong growth, we're looking for talented individuals to join the wonderful, hardworking team based at our Cardiff head office and fulfilment centre, with excellent career progression available to those that seek to maximise their opportunities. So, if you're motivated, creative, enthusiastic and you've got a thing for attention to detail, we'd love to hear from you!

Please visit www.aggarwalgroup.co.uk for more information

Job Description

Our Operations Team has an opening for a motivated and well-organised Supply Chain / Goods In administrator to manage incoming goods, maintain Standard Operating Procedures and boost the performance of the department. This role involves a good degree of relationship-building, the management of large orders, working with the Goods-In department to ensure it runs smoothly and efficiently in line with the rest of the Operations Team.

Key Responsibilities

- Managing stock and discrepancies
- Developing relationships with both internal and external customers
- Designing, implementing and maintaining Standard Operating Procedures and monitoring KPIs
- Ensure all orders completed at the end of the day, resolving any anomalies
- Manage invoice queries, postal claims, ad hoc parcels and pallet shipments
- Assist the Warehouse Manager as and when required

Requirements

The ideal candidate:

- Proactive, with a strong work ethic
- An analytical approach, with excellent problem solving skills and high attention to detail
- Good accuracy and numeracy
- Solid and up-to-date understanding of processes and management within the Supply Chain industry
- High degree of self-motivation
- Enthusiastic, flexible team player
- Good MS Office skills, particularly in Excel is essential
- Strong communication and influencing skills
- Experience of an e-commerce environment would be a distinct advantage

How to apply

Applications should be made in the form of a CV and cover letter, sent to georgina@escentual.com .

Applicants are **strongly encouraged** to contact the [Cardiff Met's Careers Service Team](#) for support in developing their application.