

A background image of an office setting with a teal tint. It shows a woman with glasses smiling and looking at a computer screen, with a man partially visible next to her.

# Administrator Chesterfield

## Overview

We are currently looking for a dynamic administrator to support several key accounts through administrative and reporting activities.

This role is varied, challenging and a key part of the back office support to the whole company.

## Application Process

Applicants need to simply call for a confidential chat on 01246 200 200 or email [recruitment@ccsmedia.com](mailto:recruitment@ccsmedia.com)

## General

- Compiling reports and performance data using specific existing supply chain reporting information on a daily, weekly, monthly and quarterly basis
- Be responsible for and owning the quarterly management and maintenance of several company and customer price book documents
- Handle the distribution of correspondence and customary tasks through the management and co-ordination of several team email inboxes
- Arrange, organise, and coordinate meetings as and when required, both internally, within the team, with other departments within the business and potentially with CCS Media customers

## Duties

- Progressing picking note(s) through master report
- Obtaining ETAs and delivery information on orders placed by customers from Suppliers. To upload this information into daily, weekly, monthly and quarterly reporting requirements in a timely and proactive basis
- Assembling metric reports each month
- Compiling of quarterly reports
- Co-ordinate the queries generated from problematic PO's with Supplier and provide updates to the Team Leader or directly to the respective Account Team member
- Assist other team members as and when required to help support the team

## Skills

- Be skilful in Excel, Word, PowerPoint (Think Cell), SharePoint, Outlook
- Be a team player
- Be detailed and accurate
- Be motivated and dedicated
- Have strong organisational, grammar and communication skills
- Be able to work and compile data and reports
- Have focus and resilience
- Be able to make capable and effective decisions
- Be able to prioritise and manage tasks
- Be pleasant, professional and proficient
- Be dependable and truthful