

Job Title: Procurement & Shipping Administrator
Department: Procurement
Responsible to: Head of Procurement
Hours: 40 over a 5-day week Monday to Friday
Location: Cheltenham, Reading or Wimbledon

Key Duties and Responsibilities:

Procurement Support:

- Assist procurement coordinators in managing purchase orders and supplier communications.
- Update and maintain accurate purchase order information.
- Proactively chase suppliers for order updates and delivery timelines.
- Address and resolve invoicing queries in a timely manner.
- Efficiently organize and file procurement-related emails.

Inventory Management:

- Update product pricing on the stock system as necessary.
- Maintain and regularly update the SharePoint database of manufacturer's price lists.

Shipping Administration:

- Manage information and documentation for imports and exports.
- Prepare and process commercial invoices and certificates of origin.
- Collaborate with couriers and freight agents to ensure accurate shipping information.
- Ensure international shipping documentation is complete and compliant with regulations.

Communication and Coordination:

- Act as a liaison between various departments, suppliers, and shipping

Technical Skills

Essential:

- Proficiency in Office 365, with a focus on Excel functions.

Desirable:

- Experience with ERP systems and MS Business Central.
- Familiarity with international shipping documents and related processes.

Personal Competencies and Behaviour

- Strong attention to detail and organizational abilities.
- Effective communication and interpersonal skills.
- Ability to work collaboratively in a team-oriented environment.
- Problem-solving and time management skills.
- d&b solutions Core Values;
- To work alongside the members of other teams and communicate effectively
- To learn about the company and its activities in order to understand and deal with the Customers
- Maintain d&b solutions Ltd confidentiality at all times
- To represent the company in a courteous, friendly, and appropriate manner in all circumstances
- To follow correct procedures at all times and to follow the policies laid out in the staff handbook
- Adhere to and demonstrate knowledge of health and safety matters in relation to work related tasks and ensure that relevant Health and Safety guidelines are adhered to at all times
- To carry out your duties and

To carry out your duties and responsibilities in a manner that always reflects the Core Values of the business. d&b Solutions was formed in 2021 following the acquisition of SFL Group and White Light Ltd and their respective subsidiaries.

Our new organisation provides integrated audio, video, lighting, and media services, delivering complete solutions for hire and sales of technical equipment, live events, and venue installations and support. Working alongside d&b audiotechnik we are on a mission together to transform life experiences.

Apart from the duties summarised in this job description, we retain the right in consultation with the post holder to include other reasonable duties, which are part of, and incidental to, this type of work. We want to recruit, and retain the most talented people, regardless of their background.

We recognise that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference for our staff, our clients, and our industry. Actively valuing differences enhances the way we work and people from different backgrounds and experiences bring valuable insights to the way we operate, generating new ideas and perspectives as well as making us representative of the community and society. If you are interested in this opportunity.

Please email your CV, Cover Letter, and Salary Expectations to vacancies@dbsolutions.com.