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| **Job Title** | **Remarketing Administrator** |
| **Business Unit** | RESTORE TECHNOLOGY |
| **Department.** | Remarketing |
| **Location** | Runcorn |
| **Reports to (direct)** | Remarketing Manager – Chris Wood |

###### MAIN PURPOSE OF JOB

To provide general administrational support and co-ordination of re-marketing activities to support the smooth operations of the Runcorn facility.

###### KEY TASKS

1. Assist with Remarketing administration work.
2. Help in producing and documenting signed PO’s.
3. Adding all completed invoices to the relevant finance spreadsheets.
4. Send invoices to relevant sales customers.
5. Update invoice dates on STAR and Affinity for Sales Disposition Reports.
6. Associate all outbound orders with correct invoices and upload signed documents.
7. Liaise with warehouse staff and arrange customer collections.
8. Liaise with RT Logistics and arrange any customer deliveries.
9. Complete customer collection and delivery sheets.
10. Update Remarketing ‘sold not shipped’ Runcorn sheet.
11. Take calls and messages in staff absence.

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

* Experience of working within a team setting.
* Able to work well as part of a team, communicate positive handovers to other team members.
* Ability to work accurately and methodically.
* Good numeracy and IT skills.
* Good communication skills.
* Ability to plan and organise work.
* Ability to accurately complete and cross match paperwork, create files and reports.
* An understanding of health and safety requirements.
* Flexible approach to duties and tasks.
* Good understanding of working to targets/goals.
* Good understanding of customer deliverables and the impact of failure / cost of poor quality.
* Experience of working within a warehouse setting previously, is desirable.

\*\*\* The above is not an exhaustive list but an outline of your duties. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**OTHER INFORMATION**

From time to time and dependent on customer requirements and location, you will be required to do additional jobs, overtime and Saturday work, which is part of your contract.’

**COMPLIANCE RESPONSIBILITIES**

* Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems.
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager.

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

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| **APPROVALS:**  **Line Manager**  Name: ………………………………………………...  Signature:……………………………………  Date:…………………………………………… | **Post Holder**  Name: ……………………………..………………………..  Signature:…………………………………………  Date:……………………………………………… |

**The company reserve the right to amend or update this job description as the demands of the business develop.**

**Signed Job Description are to be returned to the HR Department and will be used as part of the Appraisal process**