

Job Description

Job Title	Business Support Administrator (Maternity Cover)
Reporting to	Supply Chain Manager
Direct Reports	None
Scope & purpose of the role	The Supply Chain team has a pivotal role across the Bremsen Technik Group of companies and is key in at each stage of the customer order flow from purchasing materials to the delivery of the final product. The administrator role is instrumental in supporting the function and ensuring information is accurate and accessible.
Key Accountabilities	
<ul style="list-style-type: none"> • To prepare RFQ forms based on pre-existing templates ensuring all the information is accurate. • To prepare reports for the department extracting data and manipulating data from multiple interfaces including Excel and the ERP system. • Data entry into the ERP system, including price lists, part numbers, supplier information etc. • Maintaining data updated across the ERP system, managing refreshable spreadsheets. • Liaising with stakeholders across the business including commercial, logistics & pricing. • Providing required support to the Supply Chain team. • Other administrative tasks that may be required. 	
Qualifications	
<p>Minimum of 4 GCE's or equivalent at grade C and above - Essential NVQ level 2 Business Administration - Desirable</p>	
Technical Skills/Experience	
<p>Demonstrable experience in a busy administrative role Proficient MS office skills, particularly Excel with knowledge of templates, tables, formulae and VLOOKUP, Outlook, and Teams. Experience of using ERP system</p>	
Key Competencies	
<ul style="list-style-type: none"> • Takes initiative and accountability for own actions to proactively deliver what is required • Demonstrates flexibility and adaptability to change • Identifies and commits to personal development goals and continuous improvement 	

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- Effective communication skills with the confidence to interact with internal and external stakeholders across the business
- Maintains a positive attitude and a strong sense of opportunity during times of turbulence
- When faced with ambiguity, finds solutions and ways to move forward.
- Clearly assess problems, analysing the options to find solutions
- Proven ability to consistently meet deadlines and deliver under pressure
- Demonstrates critical thinking and ability to analyse and challenge information
- Demonstrates organisation and prioritisation skills in managing volume and variety of work