 **Office Admin / Inventory Controller**

**25hrs per week – Warrington**

We provide a service to clients who have functional needs related to their disability. We deliver to a wide variety of UK based clients with a multiplicity of physical, mental health, psychological & neurodiverse needs, such as related autistic spectrum conditions (ASC) & client’s employees who have special needs resulting from behavioural, emotional & social difficulties (BESD).

An office admin / Inventory Controller is required to support our IT department in the dispatch of orders and co-ordination of purchasing and stock. The role includes maintaining inventory levels, making monthly inventory reports, recording and labelling inventory items to be used in the future and maintaining accurate records. It will require communication with suppliers and customers.

The role is based in our Warrington Head Office and will be a part time 6 month contract, with the potential to go permanent.

**About the Role:**

* Dealing with telephone and emails queries and ensuring that all documentation is uploaded to related systems in the relevant areas
* Store all data in line with Data Protection Principles and maintaining confidentiality at all times
* Monitors and maintains current inventory levels and processing purchasing orders as required
* Tracks orders and investigates problems.
* Records purchases and ensuring all databases are up to date
* Performs physical count of inventory
* Reconciles actual stock count to computer-generated reports.
* Ensuring KPI’s are met
* Ensuring consistency of service delivery
* Maintaining high levels of customer service
* Providing support to new team members.
* Coordinating and Booking of Appointments via in house systems
* Developing effective relations with admin/client services in other areas.

**About You:**

* Competent at managing client communication
* Highly organised and process driven individual
* Ability to liaise with other departments and colleagues to achieve results
* Results orientated and customer focused.
* IT Literateand Effective Communications skills.
* Good organisation skills the ability to work to deadlines & prioritise.
* The ability and commitment to desire to be part of a team that seeks to provide the highest levels in a professional services business.
* Understanding of inventory and Understanding of Confidentiality

As a growing division within with PAM Group, this is an exciting time to join the team. Apply now!