Job title	Shipping and Purchasing Administrator	Reporting to	Warehouse & Production Team Leader
Location	CASCO Pet HQ, UK (Horsham, West Sussex)	Position type	Full-time (hybrid working) (9am – 5.30pm)

Direct Reports: n/a

The Company

CASCO Pet is a global business specialising in pet and aquatic shop fitting and revolutionary veterinary clinical housing with manufacturing and sales operations around the world. We are proud of our reputation for innovative and flexible designs which place us as the market leader in the pet and veterinary industry. Established in 1997, our Head Office is based in the UK with offices across Europe (Germany, France, and Portugal) and the USA and Australia.

Job Description

The role of Purchasing and Shipping Administrator requires a proactive and enthusiastic individual to provide efficient, professional, and comprehensive administration support to the Operations department. This is an extremely busy role where you will be required to undertake all areas of administration in this dynamic and fast paced, global operation and to work with the team to ensure tasks are completed efficiently and accurately as required.

Key accountabilities - main areas of responsibility

- Liaise with suppliers for key information, including confirmation of deliveries, quotations and general enquiries - Validate and check accuracy of delivery notes - Maintain and update goods received on Sage X3 - Book and track international transport and shipments - Build solid working relationships with key suppliers - Work with clearing agents and customs to ensure on time delivery - Create purchase orders and keep documentation up-to-date - Deal with and resolve any disputes with customs - Ensure shipping costs are competitive and balance cost with level of service performance - Administration relating to transferring stock internally (UK / US / Germany / Portugal) - Create shipping documentation for exportation, according to custom's requirements - General administration support leading to creating orders and shipments - Updating records for internal communication on Smartsheet - General administrative support to the operations department	100%

Contacts - External	Contacts – Internal
Suppliers	- Helpdesk & Logistics - Sales Team - Production Teams (Global) - Finance Team

Role Related Expertise required
Qualifications/Experience
- At least two-years' experience in a relevant administration role   - Experience of shipping and logistics and an understanding of current regulations relating to importation of goods from the EU would be an advantage   - Experience of using Sage (X3 ERP) would be advantageous   - Familiarity with Adobe software and Smartsheet would be advantageous   - Experience of using Microsoft Office Suite, specifically Excel
Required Skills
- Experience of working in a similar role   - Strong and proven administration skills   - Excellent attention to detail and accuracy   - Excellent written and verbal communication skills   - Excellent people skills and a positive 'can-do will-do' attitude   - An enquiring mind with confidence to ask questions   - Able to work in an organised manner, often under pressure with the ability to multi-task.   - A team player with high level of dedication   - Highly motivated   - Time management and prioritisation skills   - Being discrete, trustworthy, and reliable
Desirable skills
- Due to the diverse markets CASCO operate in, additional languages would be an advantage   - Experience of working in the manufacturing industry would be beneficial
Incentives
20 days holiday per annum plus bank holidays   - Company bonus subject to the business achieving annual target   - Auto-enrolment Pension   - On-site parking   - Bring your pet to work scheme   - Wellness Health scheme