



Position Description	
<b>Job Title</b>	<b>Catering Warehouse Administrator</b>
<b>Reporting to:</b>	<b>Facilities Manager</b>
<b>Location</b>	<b>Chesham – Relocating to Aston Clinton within 4 months</b>
<b>Scope of Role</b>	<p>Global Infusion Group operates a diverse portfolio of brands that include GIG, Eat to the Beat, e2b and Bonnie May Food &amp; Events, with clients including major corporates, global sporting events, international artists, festivals, film and TV production companies.</p> <p>We are seeking someone who loves to create and maintain an organised, methodical and happy working environment to come and work with our stores team. To work closely with the Facilities Manager and Transport Manager to aid the smooth, efficient operation of the Stores department.</p>

Key Responsibilities	
	<ul style="list-style-type: none"> <li>• Meticulous organisation of information, equipment and vehicle files</li> <li>• Respond to (in a timely manner) and action emails from GIG office staff, outside suppliers and contractors</li> <li>• Accurately pass information between your Managers, colleagues and GIG office staff, suppliers and contractors</li> <li>• Compile all credit card receipts and allocate to the correct expense category</li> <li>• Responsible for purchasing all disposable items (following authorisation)</li> <li>• Requirement to source quotes for new catering equipment, as required</li> <li>• Liaise with all external suppliers and maintain their quality assurance files</li> <li>• Coordinate maintenance of all catering equipment, and keep detailed records</li> <li>• Manage and maintain various excel spreadsheets</li> <li>• Produce accurate records of contracted and full-time drivers</li> <li>• Ensure regular stocktakes are undertaken</li> <li>• Order and maintain stock in relation to the facilities management service provision</li> <li>• Assist with the management of the general upkeep and maintenance of the building and grounds. Along with waste disposal, recycling and cleaning</li> <li>• Conduct weekly fire alarm tests and ensure security of the building and grounds</li> <li>• Correctly file all documentation</li> <li>• Report to Managers all anomalies, mistakes or problems during the working day</li> <li>• Minute Stores &amp; Transport meetings and keep records accordingly</li> <li>• Compare invoices to PO log and sign off if correct. Investigate if incorrect</li> <li>• Assist in stores to source information or find equipment as required</li> <li>• Any other reasonable related duties as required.</li> </ul>

## Person Specification

	Essential	Desirable
<b>Qualification</b>	Intellectually robust with a good standard of education with at least 5 C/GCSE's or equivalent.	
<b>Experience &amp; Knowledge</b>	Computer literature with a working knowledge of Microsoft Office. With a good knowledge of Word and Excel.	Experience in a similar role.
	Working as part of a team and on own initiative.	
	Maintaining electronic and manual filing systems.	Practical experience of working in a busy office.
<b>Abilities &amp; Skills</b>	Excellent telephone manner and ability to correctly pass and relay information, sometimes of a sensitive or complicated nature.	
	Multi-tasker, effective time manager, meticulous attention to detail, ability to work with minimum supervision	
	Ability to demonstrate a methodical, organised and flexible approach to work. Excellent administrative, organisational and time management skills with the ability to manage varying workloads and prioritise tasks accordingly.	
	Strong interpersonal communication skills both verbal and written.	
	Enthusiastic self-starter, independent thinker with a can do, enthusiastic, positive attitude who is dedicated to their job.	
	Practical problem-solving skills with a "hands on" approach to resolution.	

Global Infusion Group confirms its commitment to *equality of opportunity* in all areas of its work. All individuals will be treated in a fair and *equal* manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

**As occupant of this role, I have noted the details in this document are an accurate statement of duties, responsibilities and other requirements of the position.**

<b>Approved by (employee signature) :</b>		<b>Please print name</b>		<b>Date:</b>	
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<b>Approved by (manager signature) :</b>		<b>Please print name</b>		<b>Date:</b>	
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