



Warehouse Administrator

Established in 1794, Henry Bath is a world leading storage and logistics provider specialising in the storage and shipping of Exchange-traded metals and soft commodities around the globe. Henry Bath is a founding member of the London Metal Exchange and is licensed by the world's premier commodity exchanges, including LME, ICE and CME to issue Exchange-Traded Warrants for metals and commodities.

Overview of Position

The role is a full-time permanent position based in Rotterdam, as our Warehouse Administrator you will report directly to the Logistics and Shipping Manager, and you will be responsible for supporting day to day general administrative tasks to the warehouse operations team. The core elements of the job function are customer service support, warehouse administration, regional administration support and reception

What would you do as our Warehouse Administrator

- Providing excellent first level cover for all telephone, email and face-to-face interactions between customers and suppliers at the warehouse in a professional and confident manner
- Processing all incoming and outgoing drivers and trucks, checking details are correct prior to and after loading, liaising with the logistics and shipping administrator to resolve any issues
- Ensuring the smooth running of the warehouse in respect to administration, supplies sourcing and local office maintenance
- Assisting with General Goods, Metals & Soft product administration within the Warehouse operation in the most efficient way
- Monitoring accuracy to ensure ongoing compliance with all Henry Bath, parent companies and regulatory and Exchange policies and procedures
- Administrating of inbound and outbound commodities and general cargo
- Assisting in Monthly stock reconciliations
- Assisting with sampling and weighing of products
- Professional communication with all stake holders involved
- Supporting the Health & Safety business function
- Provide ad hoc support to our regional admin teams and to the general Rotterdam warehouse as necessary.
- Any other duties as reasonably requested by management from time to time and in line with the level and remit of the role.

Who you are

Professional, confident with a good work ethic while having excellent customer service skills. Ideally you would have experience in administration and are comfortable working in a fast-paced environment. You are willing to step in and help other areas when needed and accepts additional responsibilities.

Experience & Skills

- Strong communication skills – oral, listening and written
- Professional personal presentation and self-management
- Ability to work independently, proactively and with minimal supervision
- Strong IT skills
- To handle ad hoc assignments
- Highly organised and attention to detail
- Logistics and warehousing experience would be an advantage but not essential

Rewards & Benefits

- Competitive salary
- 20 days + 6 statutory days
- Annual Discretionary Bonus
- Pension

Who we are

We are a diverse organisation who welcome different perspectives helping create an inclusive and forward-thinking culture across the globe with entities in the UK, The Netherlands, Belgium, United States, Singapore and China.