Stores FM Administrator

HMP Addiewell, West Lothian
Salary – £26,227.50
Working Hours – 37.5 Hrs

Sodexo Justice Services has been operating in the United Kingdom since 1993. We operate five prisons in the UK and have a reputation for operating excellent, ethical, innovative and rehabilitative services. Our vision is to become a strategic partner of our clients by designing, managing and delivering quality of life services which make a meaningful difference to offenders by changing lives for the better.

HMP Addiewell is a learning prison, with a strong and concerted focus on learning not to reoffend, relevant skills training and employability and we work with all areas of the wider community to ensure prisoners have the best possible chance of leading positive lives following release. Addiewell opened in 2008 and has become an integral part of the Scottish Prison Service estate earning much praise from (amongst others) HMCIP, for its innovation, use of technology, strong partnership working as well as its "can do" culture.

As Stores FM Administrator for HMP Addiewell, you will assist with the effective running of the stores department on a day-to-day basis, contributing towards both the administration and physical aspects of the post.

Main Responsibilities

- Compilation of manual and computer-based orders for pick and pack operation
- Rectifying complaints
- Assist with physical pick and pack operation when required
- Maintenance and data entry of all purchasing supplier records
- Gather information, prepare data and set up spreadsheets.
- Complete stock checks to ensure all consumable items are well stocked
- Ensure all purchase requests are authorized and approved
- Take and check incoming deliveries and book in goods.
- Prepare weekly/monthly reports as required
- Delivery of goods to staff areas of the prison.
- Undertake any other duties as required that will contribute to the effective operation of the prison

The Ideal Candidate

Essential

- Experience dealing with customers face to face and on the phone
- Previous administration experience
- Strong IT abilities
- Excellent communication skills

Desirable

- Previous experience in a prison environment
- Previous experience using SAP