

Job title: Vehicle Booking Administrator

Core information

Location: Magna Park 2 ▾	Lines of business or shared capability area: Stock Flow Support
Reports to: Stock Flow Support Manager	
People Management: No ▾	
Assignment Management: No ▾	
Partnership Level: Partnership level 9 ▾	Manager's Partnership level: Partnership level 7 ▾
Number of direct reports: n/a	Partnership level(s) of direct reports: None ▾

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands – John Lewis and Waitrose, as well as expanding into new areas beyond retail.

We aren't an ordinary business, though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique Purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role

You will be the liaison between Merchandising, suppliers, Import Logistics Compliance (ILC), third parties and Distribution. You will manage the flow of supplier deliveries, including all shipping containers into the National Distribution Centre (NDC) network from suppliers and couriers. You will plan and book individual deliveries within the agreed network capacity. You will ensure that the flow of stock is maintained within agreed capacity constraints, using the systems available to you, and by working with a range of Supply Chain and Commercial Planning teams, contribute towards products being available to our customers in the right place at the right time.

Primary Outcomes & Accountabilities

- Daily operational execution of all vehicle booking activity including effective and timely resolution of issues through use of the online web based system, warehouse management systems and emails.
- Ensuring individual Product category group and overall Distribution Centre forecasts are not exceeded, working closely with

Measures of success

- Key Performance Indicator (KPI) targets met and all Service Level Agreements (SLAs) are adhered to
- Shipping Container bookings to be made within rent free period with capacity
- Effectively manage rent free periods to maximise cost efficiencies
- Merchandiser and NDC forecasts are not



<p>Stock Flow Planning teams and Merchandisers to build and maintain effective working relationships.</p> <ul style="list-style-type: none"> ● Organising additional services as required for overseas deliveries (i.e. fumigation testing). ● Delivering an effective response to short term, unplanned capacity issues which minimise any resulting disruption to the inbound flow of stock. ● Adhering to standards and regulations for booking deliveries and effectively prioritise workflow to ensure that the needs of the business and the customer are met. 	<p>breached without prior agreement</p> <ul style="list-style-type: none"> ● Stakeholder feedback
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<p>Skills</p> <ul style="list-style-type: none"> ● PC Skills- Excel (Microsoft Office/Google Suite) ● Problem-solving -Strong solution focus. ● Ability to work independently or as part of a team
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<p>Qualifications & Experience (where applicable)</p>
<p>Essential</p> <ul style="list-style-type: none"> ● Experience in using Google applications ● Stakeholder Management - Ability to form positive working relationships and work with various Stakeholders, internal and external. ● Communication- Ability to communicate in meaningful language, both written and verbal. ● Organisational skills- Ability to plan and prioritise own work.
<p>Desirable</p> <ul style="list-style-type: none"> ● Previous experience in an admin role and working in a fast paced environment ● Experience of Supply Chain/Logistics environment ● Knowledge of JDA/Kisoft warehouse management systems

Version	Created/updated by	Date
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I.1	Evette Allen	01/08/2024