**STARK INTERNATIONAL**

**JOB DESCRIPTION - LOGISTICS ADMINISTRATOR**

Stark Carpet specialises in custom designed carpet and rugs for both the residential and contract markets. Stark is a recognised leader in the sector and a source of inspiration to designers demanding the highest quality, most beautiful colours and authentic designs. Stark continues to explore the world markets for new, innovative ideas, qualities, designs & effects.

Servicing the UK, Europe and the Middle East our London showroom is supported by 24 additional Stark showrooms in all the key design centres across the USA.

**Title:** Logistics Administrator

**Reports to:** Logistics Manager

**Based at:** Chelsea Harbour Design Centre

**Responsibilities and accountabilities:**

**Administrative Duties:**

* Placing Machine Made & Custom Orders
* Placing Sample Orders & updating sample schedule
* Maintaining correspondence with our warehouse in the US
* Keep machine made order & bespoke order schedule updated
* Update the Inventory Rugs in London
* Prepare weekly Bookings
* Allocating stock from inventory
* Producing reports in Excel

**Imports, Exports & Deliveries:**

* Coordinating Orders to dispatch from USA & International (China, Nepal, India)
* Coordinating deliveries within the UK

**Account Manager Sales Support:**

* Checking stock with carpet mills throughout Europe and the rest of the world – USA, India, China, Denmark, Spain etc
* Updating each Account Manager on their orders
* Ordering Bespoke Samples for the Account Managers
* Receiving in bespoke samples & updating sample schedule
* Requesting balances on Pro Forma Invoices
* Arranging deliveries with sales people / freight agents

**Support to Logistics Manager:**

* Weekly updates on UK & International Deliveries
* Preparing Commercial Exporting Invoices
* Allocating payments to Accounts
* Arrange custom deliveries & Machine made deliveries
* Preparing Monthly Bookings
* Managing weekly installations with the installers

Apply with your CV to Henriette DanelHenriette@starkcarpet.co.uk