

About us...

Lincolnshire



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

Job purpose:

- To work as part of a small team to ensure the effective and detailed completion a variety of purchase ledger and sales ledger tasks according to the needs of the Society.
- To work collaboratively with other areas of the administration team and with the wider business.

You'll report to:

- Pharmacy Warehouse Manager

Your hours

- 37.5 hours per week FTE

Your relationships:

- Colleagues within the Pharmacy Warehouse and administration team
- Colleagues within the Pharmacy branches
- Colleagues within the wider organisation which include Trade Accounts
- Customers and suppliers at all levels.

What you'll bring to us:

- Previous experience in an office environment and a similar role is desirable.
- An ability to demonstrate excellent organisational skills, as well as being able to build relationships both internally and externally.
- Excellent attention to detail.
- Proficient in the use of Office 365 (Outlook, Word, Excel, etc.)
- Excellent communication skills, both written and verbal.
- Ability to work effectively in a team.
- Good time management with the ability to work under pressure and prioritise as necessary.



Providing and supporting
valued services



Together we are...

Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

<p>Your duties and responsibilities</p>	<ul style="list-style-type: none">- Inputting invoices and credit notes correctly.- Completing any administration relating to branch stock transfers and product recalls- Matching up delivery notes with invoices, checking prices and producing customer credit notes.- Inputting telephone and email orders alongside recording medical data, ordering special items and keeping medical pricing up to date.- Maintaining supplier and customer licence checks through our systems.- Liaising with warehouse colleagues and Pharmacy branches to arrange PPA returns.- Notifying customers of bank holiday opening hours.- Matching up customer orders with proof of delivery.- Filing delivery driver drop sheets.- Covering visitor reception and managing incoming post as required.- Checking of and allocating branch uniform and stationery orders.- Additional duties as may be required in the role to support and assist the wider administration and management team.
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Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be helpful by:

- Responding positively to requests from colleagues and customers.
- Trying to get it right first time.
- Resolving customer complaints and take corrective action.
- Sharing my knowledge with my colleagues.
- Offering to help before being asked.
- Going above and beyond.
- Contributing to the team and its success.

I will inspire others by:

- Supporting and encouraging one another.
- Being a positive role model.
- Listening and learning from my colleagues and line manager.
- Building strong relationships with customers and colleagues.
- Suggesting new ideas and trying new things.
- Taking pride in my work and celebrating success.

I will be trustworthy by:

- Using good judgement in all situations.
- Being open and honest.
- Take responsibility for my work and delivering positive outcomes.
- Treating everyone fairly and with respect.
- Doing my best for each other and our communities.