



## **Logistics Support and MJDI Administrator**

As the Logistics Support and MJDI Administrator, you will be based at our office in Letchworth. The role will be to provide support to the Logistics Distribution Officer with the implementation of the new MJDI Accounting system.

### **Logistics Support and MJDI Administrator Responsibilities:**

- The management of AFPSU stock control and correct documentation as set out within the MJDI Accounting System. To raise weekly stock checks
- To provide Support and cover for the Logistics Distribution Officer in the role of MJDI Unit Application administrator (UAA), and the raising of reports as and when required through COGNOS.
- The control of the Discrepancy Register and completion of the correct documentation required to raise and progress Discrepancy reports, TDR'S, DR IN and DR OUT.
- To provide support with all tasks and functions that are required through the MJDI Accounting system such as Receipts, Issues, Stock movements and any other Ad Hoc requirements, ensuring that the correct source documentation is provided before transactions are completed.
- To deputise for the Logistics Distribution Officer during periods of absence and to provide support and cover for the Stores Keeper.

### **Logistics Support and MJDI Administrator Requirements:**

- Previous experience working with MJDI (Management of the Joint Inventory)
- A logical and systematic approach to work, a 'can do attitude'
- Excellent working knowledge of Microsoft Excel, Word, Outlook, and database systems
- Keen eye for detail

**Location:** Letchworth, SG6 1HD

**Hours:** Full Time, Permanent, 4 day week Monday-Thursday

**Salary:** Competitive