

## Administration Assistant

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Company: EG Group

Location: United Kingdom

Category: office-and-administrative-support

**Role**Cooplands Administration Assistant

**Location**Scarborough, YO11 3YT

**Hours**Part-Time / Permanent

**Hourly Rate**£11.75

**Company** : Cooplands Bakery

At Cooplands, we attribute our success to the dedicated efforts of our team members, from production staff to sales assistants. Every individual plays a key role in contributing to our success and ensuring customer satisfaction. We are currently seeking a detail-oriented, courteous, and professional Administrative Assistant to support our replenishment team.

### What will my role look like?

As the Administrative Assistant for Replenishment, you will serve as the primary point of contact for external customers and retail team inquiries. Additionally, you will assist the Replenishment Manager in optimizing the order process for both retail and manufacturing operations.

### Role Duties:

Generate packing sheets, production figures and invoices on daily basis.

Use of Cybake software

Ensure all products and prices are accurate.

Maintain transport routes and shop templates.

Liaise with and provide support to our stores, transport, and bakery teams.

Respond to operational queries efficiently and effectively.

Coordinate and implement the distribution of items to retail.

Assist with coordination of retail projects and activity.

Develop good working relationships with retail teams and key stakeholders, both internal and external

**Skills, know-how and experience:**

Strong customer service skills.

Excellent written and verbal communication skills.

Sound numeracy skills.

Confident working knowledge of Microsoft packages.

Ability to multi-task and adapt to changing priorities.

Comfortable working with individuals at all different levels across the business.

**What's in it for me?**

To show our appreciation for your hard work, we have a range of benefits you can take advantage of

25% Staff Discount

33 days (including bank holidays)

Pension Scheme

24/7 access to virtual GP & wellbeing service

Life Assurance

Progression & career opportunities

Recognition rewards

Death in service

Compassionate Leave

Hybrid working

Apply today to start your fantastic career as our Cooplands Administration Assistant! To apply please email a copy of your CV to with the reference '**Cooplands Administration Assistant – Scarborough 97149**'

Please note - you are required to successfully pass a DBS check, which will be funded by EG Group.

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