

Administrator

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Company: D R Newitt

Location: Hertfordshire

Category: other-general

Job Description

Administrator Position Available

A compelling opportunity has emerged within a globally recognized food conglomerate, boasting a multi-billion-dollar valuation and headquarters in Hertfordshire. In line with our continuous expansion, we are actively seeking a skilled Administrator to join our Technical team. We are in search of an individual eager to contribute to a dynamic team within a rapidly evolving business, making this an ideal fit for someone with at least 2 years of experience in a similar role.

Benefits:

Hybrid working after probation, with 3 office-based days and 2 home-based days (non-contractual).

Working hours: 09:00 – 5:30 with a 1-hour lunch break.

Salary commensurate with experience.

25 days of holiday, increasing to 27 after 5 years of service and 30 after 10 years.

Optional private health scheme and cash plan.

Death service and long-term sickness benefit upon successful completion of probation.

Job Responsibilities:

Coordinate PowerPoint presentations related to the Tech department.

Streamline work efficiency by organizing Excel spreadsheets pertinent to the Tech department.

Provide support to Technical Managers and Commercial Directors.

Manage BRC administration, including SharePoint, specifications, testing/spec schedules, etc.

Barcode allocation.

Oversight of downloading datalogger information.

Handle general administrative tasks.

Conduct thermometer calibrations and tracking.

Offer technical support to various departments in collaboration with the technical team.

Address complaints for raw and cooked chicken and cooked pork ribs (MAB), facilitating corrective action communication between suppliers and customers.

Administer technical tasks for the Ireland office (chase, collate, upload to web applications).

Answer incoming calls.

Qualifications:

2-3 years or more in an administration role.

Ability to thrive in a fast-paced environment with a focus on meeting deadlines and adapting to changes.

Willingness to learn and develop.

Strong attention to detail and accuracy.

Proactive with the ability to work independently.

Team player with solid interpersonal and communication skills.

Flexible approach to work.

Proficient in administration.

Excellent customer service skills.

Excellent organizational skills.

Knowledge of additional languages is beneficial but not mandatory.

This job description serves as a guide to the primary responsibilities and duties of the position and is not an exhaustive list.

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