



Office Administrator

£17,000 - £18,000

We are looking for a driven and capable individual to join our Administrative Team. The successful applicant will assist in all the day to day admin tasks that contribute to the running of the business. Supporting the Management Team and Production Team while keeping on top of daily duties which require high organisation skills and excellent prioritising abilities. You will also contribute to the successful implementation of our new ERP system.

The Role

- To be in direct contact with our Customers & potential new Customers via phone and email
- Answering the phone, directing calls and taking messages
- Processing of sales orders
- Preparing despatch paperwork and booking couriers for despatches
- Preparing Production Paperwork for the Factory to produce orders
- Processing of the production paperwork from the factory
- Reconciling of Packaging stocks after Retail production
- Receiving stock into the stock management system
- Inputting data into the accounting system
- Assisting with stock take and reconciling stock, raw materials and packaging
- Monitoring and ordering of office stationery and supplies
- Any other general office duties.

The Person

- Will ideally have previous office experience.
- Sage Line 200 experience would be beneficial
- Accuracy and attention to detail are of the utmost importance
- Good levels of literacy & numeracy
- Good to advanced level of Computer skills – including an understanding of Excel
- Hardworking, enthusiastic and conscientious with a flexible attitude
- A willingness to learn and adapt to any situation
- Confident communicator, in person and on the phone
- Good personal presentation
- A positive attitude to change within a growing organisation

If you are interested in this position, please send your C.V. and covering letter by email to jobs@calleva-nutrition.com or telephone Wendy Shaw on 01278 427687

