

# Operations Administrator

Freshview Foods Ltd are looking to recruit an experienced multi skilled Operation Administrator to join us in our exciting growing company!

**Purpose of the Position:**

To ensure the smooth and efficient running of the administration function within Operations providing support to Compliance, Warehouse and Transport as required. Delivering a high quality, comprehensive Communications and Administration support.

**Key Activities & Responsibilities:**

- Manage the booking in activities of Warehouse Inbound operations
- Provides administrative support to Continuous Improvement for developing innovative processes to improve operational performance
- Key support to maintaining H & S, Maintenance, Operational (SOPs) and Continuous Improvement administration
- Process PPE Uniform requests from all Ops Departments and maintain stock.
- To assist with the management of paperwork within operations.
- Provide administrative support to H & S Management in maintaining up to-date and accurate records of Risk Assessments, Safe Systems of Working, Near Miss Reporting and Accidents
- Management and Upkeep of Skills Matrix
- Support the production and circulation of any relevant communications in connection with Health & Safety and Operations
- General administration duties including filing, scanning, photocopying, e-mailing, typing

**Key Attributes:**

- Confident computer ability and number literate with good knowledge of Microsoft Office.
- Be able to work within a fast-moving environment.
- First rate communication and presentation skills.
- Able to work under pressure.
- A "can do and will do" attitude.
- Self-motivated and able to work using own initiative
- Works to exceed goals
- Carefully monitors the detail and quality of own work
- Courteous, responsive, and professional with others
- Works effectively with the team.

**Working hours:**

40 hours per week over 5 shifts

**Rate of pay:**

£9.50

**Location:** Stoke-on-Trent

**Telephone:** 01782 717806

**To apply:**

Please apply in writing with an up to date CV for the attention of Nicola Lessiter to [recruitment@freshviewfoods.co.uk](mailto:recruitment@freshviewfoods.co.uk)