

# Nights Data Entry Administrator

We are seeking a motivated and focused Nights Data Entry Administrator to join our growing Customer Service team. Freshview Foods provides a high quality, personal service, delivering a range of fresh and ambient products to caterers and retailers. Our fleet of over 50 temperature-controlled vehicles deliver from our purpose-built warehouse, in Wolstanton, Newcastle under Lyme.

## Key Tasks

Typical work activities include:

- Dealing with inbound customer orders via Answer-phone and Email
- Processing a high number of customer orders accurately onto our bespoke booking system.
- Administration Work - Invoicing and general order processing paperwork
- Work effectively across the business for the benefit of customers and business.

## Employee Benefits:

- Free Health Insurance
- Employee Discount
- Free Life Insurance
- Extra Holidays with Long Service
- Excellent Training and Development programme
- Free Fruit at Work

## Working Hours:

30 hours over 3 shifts per week including weekends and bank holidays

Hours – 7.30pm – 6am

## Key Skills/Attributes

The essential skills/attributes are:

- Excellent Data Entry Skills
- Applicants must be computer literate and familiar with standard MS Office applications (MS Word, Excel, and Outlook)
- Must be able adapt to new technologies and procedures quickly.
- Self-motivated and self-disciplined.
- Enthusiastic self-starter, driven by the intent to succeed and achieve personal and company goals.
- Mature, responsible and positive outlook.
- Set examples to team members in areas of personal character, commitment, organisation, professionalism and work ethic.
- First-rate communications skills; demonstrating confidence, adaptability, dependability and initiative
- Ability to thrive in a high pressurised environment.

**Service:** Data Entry / Customer Service

**Location:** Stoke-on-Trent

**Telephone:** 01782 717806

**To apply:**

Please email your CV to  
[recruitment@freshviewfoods.co.uk](mailto:recruitment@freshviewfoods.co.uk)

If your application is successful, then we will contact you shortly.