

Cotteswold Dairy



HR156 – Office Administrator, Shropshire

Hours: Part time position working, (maternity cover – 12 months) Monday to Friday, 30 hours per week with the ability to work additional hours as and when required for holiday cover.

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service. Due to the company's family values and business ethos, we were delighted to be announced as the Family Business of the Year at the Food and Farming Business Awards 2015 at the House of Commons.

The Role: Reporting to the Office Supervisor.

The main responsibilities and functions of this role include:

- The day-to-day processing of sales orders received via emails, faxes and phone calls
- Receiving/ balancing cash
- Liaising with customers/depot staff regarding customer orders and delivery issues.

The Requirements:

Essential:

- Strong organisational skills with the ability to prioritise and work to deadlines
- Professional and clear communications skills, both verbal and written, including a good telephone manner
- Experience of delivering customer service
- General knowledge of accounting processes
- Positive attitude possessing high levels of commitment, motivation and flexibility
- Adapt positively and assist with new processes and procedures
- Work as part of a team.

Desirable:

- Strong IT skills including MS Word, Excel and Outlook.

Closing date: Friday 28th April 2017

If you believe you fulfil the above criteria, please complete an application form (available at www.cotteswold-dairy.co.uk), and write a covering letter, detailing why you believe you are the best candidate for the role.

Post your application to Hemu Wala – HR Assistant, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, Glos. GL20 8JE. Alternatively, email it to hr@cotteswold-dairy.co.uk.

