



The Foyle Food Group is a family-run group of companies with a farming heritage dating back several generations. Our core business is slaughtering, deboning and rendering beef across eight facilities in Ireland and the UK. We supply quality beef to leading retailers, manufacturers, foodservice providers and butchers across the world.

Foyle Food Group

International Trade Administrator

The **Foyle Food Group** requires an International Trade Administrator to be based in the Shared Services Centre located within the Foyle Omagh site, on the outskirts of Omagh, Co Tyrone. This is an exciting opportunity to join one of the largest Red Meat processing Companies in the UK and Ireland.

Hours of work are generally 40 hrs between 0800 and 1800 – there is some overtime with the position and the successful candidate needs to be available to work occasional Saturdays during busy periods / holiday cover etc. The successful candidate will be reporting directly to the International Markets Manager and will be responsible for managing stocks and full order process as well as successfully communicating with clients and FFG operatives, ensuring clients receive highest level of customer service.

Essential Criteria

- Minimum of 4 GCSE's (including Math's and English) / equivalent or 3 years' experience in shipping administration
- Previous experience working within the Trading Industry
- Proficient I.T skills
- Strong organisational and problem-solving skills
- Excellent communication and interpersonal skills with the ability to work across multidisciplinary teams.
- Proven ability to work on own initiative, strong attention to detail
- Ability to work under strict time pressures
- Ability to build relationships
- Flexible approach to working hours

Desirable criteria

- Previous experience working in Export Trading.
- Previous experience in Red Meat Industry

The Company reserves the right to extend the selection criteria to facilitate shortlisting.

Closing date for the receipt of CV / application forms – Thursday 8th July 2021

www.foylefoodgroup.com

THE FOYLE FOOD GROUP IS COMMITTED TO EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY.

The Monitoring Officer

Foyle Food Group

Shared Services Centre, Foyle Food Group

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Making Choice Easy