



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

Retail Sales Support Administrator

FFG/RSSA/01/21

The **Foyle Food Group** requires a Retail Sales Support Administrator focused on retail account administration 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 during busy periods. The successful candidate will be reporting directly to the Sales Administration Manager.

Duties

- Receiving and processing purchase orders
- Administration of supply chain issues
- Liaise with credit control in the management of retail customer debt
- Actively resolve customer queries in a timely manner
- Support commercial manager with tasks such as promotional plans, customer complaints and day to day customer requirements

Essential Criteria

- Minimum of 4 GCSE's (including Math's and English) / equivalent or 3 years' experience in office administration
- Proficient I.T skills including excel and experience of accounting software. E.g- Microsoft
- 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
- Flexible approach to working hours
- Ad hoc duties

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

Closing date for the receipt of CV / application forms – Sunday 10th October

Please forward CV or application form to: **The Monitoring Officer**
Foyle Food Group

Shared Services Centre, Foyle Food Group
53 Doogary Road, Omagh, Co Tyrone, Northern Ireland BT79 0BQ.
Email: recruitment@foylefoodgroup.com

www.foylefoodgroup.com

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

Making Choice Easy