



*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**

# Supply Chain Executive

**FFG/SCE /01/21**

The **Foyle Food Group** requires a Supply Chain Executive 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 additional hours during busy periods. The successful candidate will be reporting directly to the Sales Administration Manager.

#### Duties

- Weekly reports and trackers
- Support commercial manager to assist with product pricing
- Actively resolve customer queries in a timely manner
- Liaise with production planning team in relation to production volumes required, agreed subs, short life, samples, new products etc.
- Communicate with all dispatch/transport teams regarding daily orders.
- Ensuring all paperwork is shipped and accurate daily.

#### 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 7<sup>th</sup> November 2021

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](mailto:recruitment@foylefoodgroup.com)

[www.foylefoodgroup.com](http://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**