



*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 Gloucester**

## General Administrator – Maternity Cover

FG/GAMC/10/21

A vacancy has become available within the Administration team at the Foyle Gloucester site for a General Administrator to cover maternity leave with a few to an immediate start covering a period to the end of December 2022. This is a multi-functional role, with the successful candidate covering all aspects of:

- Cattle Payments / Shipping / Reception / General administration duties.

Desirable Criteria:

- Computer literate on various computer systems.
- Previous experience within a similar role/office environment.
- Efficient, productive, works well within a team.
- Proven clear thinker, well organised, solution orientated.
- Demonstrated multi-tasking skills and ability to organise workload are essential.
- Be prepared to work flexible hours in line with shipping requirements.
- Excellent communication skills.
- A willingness to take on and learn new tasks.

As this is a multi-criteria role, training will be available as required.

The Company retains the right to expand the shortlisting criteria to facilitate shortlisting. Closing date for the receipt of applications is 09:00 on Monday 17 January 2022. The above criteria may be adjusted in order to facilitate shortlisting. **Applications from recruitment agencies will not be considered.**

If you think you have the necessary skills, drive and ambition, please email [foylegloucesterrecruitment@foylefoodgroup.com](mailto:foylegloucesterrecruitment@foylefoodgroup.com) with a copy of your CV and a covering letter.

[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*