

Stores Person / General Administrator

Location Foyle Melton
Melton Road,
Sixhills, Leicestershire,
England
LE14 3PR.

Salary TBC

Closing Date Thursday 30th June 2022



Foyle Melton Mowbray are looking for a Stores Person / General Administrator to be based at their Six Hills Site. This is an exciting opportunity for people of all ages and abilities to develop a career in one of the UK's largest meat processing companies.

This multi-functional role with the successful candidate covering all aspects of Reception, Shipping, Stock control of fresh and frozen products, Maintenance stock control, Working alongside Stores, to co-ordinate stock of all consumables, Intake Codes, day to day running of stores when needed.

The successful individual will play a key role on the effectiveness of the site.

Essential criteria

- IT literate
- Excellent Communication skills
- Ability to work on own initiative
- Organisation and record keeping skills

You will need:

- Have a willingness to learn and develop yourself
- Ability to work as part of a small team
- Provide regular and reliable service
- Focused and driven, and able to work under pressure and to deadlines

Working hours are Monday - Friday, starting at 7.00 a.m. to finish (approx 35-40 hours per week). The starting wage for this role is National Living Wage plus of 50p per hour, together with an additional premium of 50p per hour, with a skills bonus applied upon achieving the required skills. The company also provides free life assurance for all employees and a health and wellbeing monitoring program.

How to apply:

If you believe you have the relevant qualifications / experience / passion and drive to make a success of this position, please do not hesitate to forward your CV with a covering letter to the address below.

Closing date for receipt of applications is – **Thursday 30th June 2022**

Please apply to:

The Monitoring Officer

Melton Road, Sixhills, Leicestershire, England LE14 3PR.

T: +44 (0) 1509 881583

E: recruitmentmeltonmowbray@foylefoodgroup.com

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