



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

Sales Support Administrator

FFG/SSA/01/19

The **Foyle Food Group** requires Sales Support Administrators 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.

Essential Criteria:

- Minimum of 4 GCSE's (including Maths and English) / equivalent or 2 years' experience in an administration role
- Possess good planning and organisational skills
- High attention to detail
- Good communicator
- Computer literate
- Team player, flexible and reliable in approach

Desired Criteria:

- Previous experience in a sales office environment
- Previous experience in a shipping role

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

Closing date for the receipt of CV / application forms – Sunday 24th March 2019

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