



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 Ingredients (Based on the Foyle Omagh site)

Shipping Administrator

FI/SA/01/21

The **Foyle Food Group** is looking to employ a Shipping Administrator within our state of the art Retail Packing Facility at the Foyle Ingredients site based in Omagh, Co. Tyrone. This is an exciting opportunity to join a well-established food processing Company in the UK and Ireland.

The successful candidate will be required to liaise with production, sales and dispatch teams on a daily basis. They will be required to meet the needs of internal and external customers by planning and co-ordinating shipping and logistics within the Company.

Duties include:

- Liaising with transport companies, shipping companies and customers on a daily basis
- Co-ordinate information from the Sales team to identify logistics needs
- Complete effective and efficient transport plans for all dispatches
- Ensure all delivery paperwork is completed
- Completing transport ledger on a daily/weekly basis
- Ensuring deliveries are booked with correct order numbers for customers

Essential Criteria:

- Previous experience within shipping, transport or logistics
- Previous administration experience
- Ability to work in a pressurised environment, with a can-do attitude
- Strong command of the English language both verbal and written
- Working knowledge of basic IT systems
- Flexibility towards working hours
- Ability to work on own initiative

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

Closing date for the receipt of CV's / Application Forms is **Friday 23rd April 2021**

For an application form, please apply to, or forward CV with covering letter:
The Monitoring Officer

Foyle Ingredients

52 Doogary Road, Omagh, Co Tyrone BT79 0BQ

T +44 (0) 28 8225 6540

Email: alexgi@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