

Sales Support Administrator

Location Shared Service Centre
Foyle Omagh site
52 Doogary Road, Omagh

£Competitive

Closing Date 19th September 2022



The **Foyle Food Group** requires a temporary Sales Support Administrator to be based in the Shared Services Centre at the Foyle Omagh site located on the outskirts of Omagh Co Tyrone. This is an exciting opportunity to join a well-established food processing plant in the UK and Ireland. It is envisaged that the role for be in place for approx.12 months, however there is potential for the role to turn into a full-time position or other options within the Shared Service Centre environment.

Responsibilities:

- Processing customer orders via email or phone.
- Working with credit control.
- Checking data accuracy on orders and invoices.
- Working closely with customers to answer queries.
- Point of contact for customers and FFG sales personnel.
- Liaise with FFG logistics to ensure on time deliveries.

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.
- Be 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 – Monday 19th September 2022

Please forward CV or application form to:

Monitoring Officer, Foyle Food Group
52 Doogary Road, Omagh, BT79 0BQ
recruitment@foylefoodgroup.com

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