

Reception / Admin

Foyle Melton Mowbray

Closing date 6th February 2025



Foyle Melton Mowbray are looking for an office administrator to work at their abattoir in Sixhills near Melton Mowbray. The role is based at the site reception with the individual covering reception, site access and shipping documentation. 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.

Main duties of the role will be:

- Shipping documentation – export certs / veterinary documentation
- Liaising with hauliers
- Site switchboard
- General reception duties
- Managing site access
- General Administration duties

You will need:

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

Working hours are Monday-Friday, working 8 hours between 0730 and 1630 and every other Saturday morning for approx. 5 hours – starting time flexible. The rate paid for this position is currently between £12.44 > £12.94 per hour, rising to £13.21 > £13.71 on the 1st April 2025.

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.

Please apply to:

The Monitoring Officer

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

T: 07725792574

E: recruitmentmeltonmowbray@foylefoodgroup.com

Passion. Quality. Respect. Success

Foyle Food Group is committed to equality of opportunity and welcomes applications from all sections of the community.

foylefoodgroup.com