



Junior Office Administrator

Location: White Rose Farms Ltd, South Cave, Hull

Full time, Monday – Friday 08:00 – 17:00

White Rose Farms Ltd are a growing business who specialise in the production of Red Tractor assured pigs and are dedicated to ensuring the high standards of animal welfare and production are met. An opportunity has arisen for a junior office administrator to join our small, friendly team based near South Cave, Hull.

Main duties include (but not limited to):

- Answering the phone to customers and suppliers
- Speaking with third-party suppliers and arranging orders/deliveries
- Ensuring systems of work run smoothly
- Inputting and analysing data
- Producing newsletters and communicating with site Managers
- General administrative support in the day to day running of the business
- Liaising with and supporting the wider field-based team

Requirements, experience and person specification:

- GCSE grade C or above in Maths and English (or equivalent)
- Excellent verbal and written communication skills
- IT skills, including Microsoft Office
- Ability to multi-task, work to deadlines, prioritise and complete tasks with a strong attention to detail
- Possess a 'right first time', diligent and conscientious work ethic

Pay and benefits:

- Competitive pay
- Access to the Cranswick discounts platform
- Enrolment onto our company pension scheme (for over 18's)
- Enhanced maternity/adoption pay and paternity pay after 2 years' service
- Option to join the Cranswick discounted sharescheme
- Death in service insurance
- Salary to be discussed at interview stage.

Interested?

Please get in touch by sending an email to: info@whiterosefarms.co.uk or call: 01430 411174.

Closing date: 31st January 2022 (*please note that should we receive significant interest; this closing date may be brought forward*)

If you are an internal applicant, please ensure you have made your line manager aware before applying.