**Job Description**

|  |
| --- |
| Job Title: Administration Assistant – Production (Maternity Cover)  Reporting To:Factory Manager  **Job Purpose**:Working in a fast-paced environment, the administration assistant will provide support to the production team to ensure the highest standard of operational efficiency. Working closely with production, the successful applicant should be someone with good interpersonal skills and the ability to work within a fast paced team. |
| **Main Responsibilities:**   * Analysis of production plans * Ability to respond to changes in production based on production plan changes. * Creation of works order lists for production lines. * Issuing of components for ingredients for each production batch * Preparation of management KPIs and where necessary attendance at management meetings * Contribute to the continuous improvement of the company by communicating with other departments and escalating recurring issues to factory management. * Awareness of cross functional departments within the business to build product and processing knowledge. * Processing of online and telephone orders * Sending and receiving written correspondence in a professional manner * Other duties, within reason, as and when required. |

**PERSON SPECIFICATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title: Administration Assistant – Production (Maternity Cover)**   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * 2+ years’ experience in an administrative role * 5 GCSEs, inc English & Maths |  | | Relevant Experience | * Good level of computer literacy (Microsoft Word & Excel) | * Previous experience of computerised stock management system * Experience with MRP/ERP systems | | Skills & Competencies | * Good interpersonal/communication skills; both verbal & written * Ability to be patient and remain calm under pressure. * Ability to prioritise tasks. * Must be able to work from their own initiative. * Ability to work as part of a team. * Reliable | * Able to meet deadlines, solve problems and be willing to assume additional responsibilities in keeping with the role. | | Circumstances | * Able to work flexible hours as required. | * Full clean driving license | |
|  |