



## Operations Support Assistant Billinghay Mill, Kings Lynn

**Basic Salary:** £17,212

**Additional Benefits:** Company Pension, Life Assurance, Discretionary Bonus Scheme.

**Hours of work:** 30 hours per week, working Monday to Friday.

### Background

2Agriculture are offering an exciting opportunity for an Operations Support Assistant to join the team at our newly established Billinghay Mill on a 6 month Fixed Term basis. This role has the potential to go permanent. It is a fantastic time to join 2Agriculture and play a key role in realising our ambitious growth plans.

### About 2Agriculture

2Agriculture is an independent milling business which has been supplying feed to the poultry industry for the past 50 years.

Every day here at 2Agriculture we work with talented, dedicated colleagues to produce sustainable, premium quality feed enabling our farming partners achieve the highest standards of poultry and positively impact on our health, communities, and the environment.

Service is at the heart of the team at 2Agriculture where over 250 employees work across six sites. Our feed mills operate to the highest standards set for product quality, with a specialist production team monitoring output ensuring zero or minimal mill downtime. Our fleet operate 24/7 ensuring feed arrives on time and in full, with a real focus on biosecurity prior to delivery, on site and during departure.

### Role Profile

Providing support to the Mill Management team, the Operations Support Assistant will perform a variety of tasks within key operational areas including, raw materials planning, HR and Systems, Safety & Quality. This role will also manage the general administrative activities of the office.

This role is wide and varied where no 2 days are the same. Key elements of the role include monitoring production stock and ordering raw materials, seeking solutions where abnormalities occur to prevent a negative impact on production and quality standards. This role requires supporting the scheduling of Billinghay Mill feed delivery & accurately carrying out the weighing of incoming & outgoing vehicles.

You will support with managing the HR system, payroll and the administration of employee relations matters whilst also supporting all key areas with compliance matters with a focus around quality and health and safety.

An important aspect of this role is providing generalist administrative support to the mill, regularly compiling reports, conducting routine analysis and ensuring routine activities including communications, co-ordination of meetings, and filing systems are managed effectively.

### **Essential Skills and Experience Required**

For this role you will need to be a true generalist with the ability to support across a number of different departments. Our business is fast paced, therefore experience in a similar FMCG business is preferable as you will need to be adaptable, managing several key priorities at one time. With a positive, can do approach you should have strong IT skills with an ability to adapt quickly to new software programs and operating systems. You will need to be proficient in the use of Microsoft Office software, in particular Excel, with an ability to pay close attention to detail when reporting data. Previous experience of supporting with Financial reporting including creating formulated spreadsheets is preferred. A basic understanding of HR and Health & Safety policies and procedures would also be advantageous.

If you are interested in applying for the post, please send your CV and cover letter to [HR@2Agriculture.com](mailto:HR@2Agriculture.com). If you would like a copy of the job description we can be contacted at the same address. Please note, due to the volume of applications we will only be contacting the candidates selected for interview.