



Quality | Consistency | Performance

## Administration Assistant Chettisham, Ely

**Basic Salary:** £14,601.60

**Additional Benefits:** Company Pension, Life Assurance, Annual Discretionary Bonus Scheme, Employee Discounts & Savings Scheme.

**Shift Pattern:** 30 hours per week, Monday – Friday

**Contract:** Permanent

### Background

Following a period of growth and investment, 2Agriculture are offering an exciting opportunity for a Administration Assistant to join the team at Chettisham.

### 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 five 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 of over 40 Lorries 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

The role of Administration Assistant is to provide support to the mill management team, by performing a variety of administrative tasks to ensure the efficient operation of the office. Assisting in daily office needs and managing the Company's general administrative activities in order to deliver business objectives.

Throughout this role, you will assess raw material requirements by supporting stock takes and completing all associated documentation, proactively seeking solutions where abnormalities occur to prevent a negative impact on production and quality standards. This will involve working closely with the mill production team to ensure amendments or cancellations of orders are efficiently recorded to accurately maintain stock levels.

In addition you will liaise with customers and suppliers, to ensure all internal and external requirements are met, maintaining an efficient filing system for the office providing secure storage and timely retrieval and control of information. You will be required to compose and prepare various correspondence, forms and reports as required, this will partly involve inputting employee and payroll

data on the Company's Actin Time system accurately and efficiently and compiling weekly and monthly reports for management approval. Day to day you will share responsibility for the main reception desk, the mail, ordering general office stationary, PPE and raising purchase order numbers as required. You will also be required to provide weighbridge cover, weighing vehicles in and out of the mill ensuring that the vehicle is loaded as per details on the M-Tech computer system.

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

To be successful in this role, the desired candidate should have strong demonstrable experience within a fast paced office environment. You should hold a minimum of Standard Grade level 3 or equivalent National Grade in Maths and English and be computer literate and proficient in the use of Microsoft Office software, in particular Excel, with a keen eye for detail when reporting data.

You should work effectively as part of a team and collaboratively with other operational areas, continually establishing good relationships with customers and colleagues, to build effective networks of internal and external contacts.

If you are interested in applying for the post, please send your CV to [HR@2Agriculture.com](mailto:HR@2Agriculture.com)  
Please note, due to the volume of applications we will only be contacting the candidates selected for interview.