



Administration Assistant Llay Finance, Wrexham, LL12 0PB

Salary: Up to £21,500 per annum, dependant on experience.

Additional Benefits: Company Pension and Life Assurance Scheme, Annual Discretionary Bonus Scheme, Employee Savings & Discount Scheme which grants you discounts to high street stores, gym memberships, travel and much more. Employee Assistance Programme with access to a wellbeing hub, including a 24hr GP and counselling service. Free uniform/PPE, free onsite parking, and many other benefits.

Period: FTC 6 months

Working hours: 37.5 hours per week. We would also consider part time/ school hours for the right person (pro rata).

2Agriculture are offering an exciting opportunity for an Administration Assistant to join the finance team at Llay.

Role Profile

The Administration Assistant will be part of a shared service centre finance team involved in the day to day running of the business to ensure Company financials are maintained to the highest quality, and that all deadlines are met in order to deliver business objectives.

The role of the Administration Assistant involves but is not limited to: Providing admin support for the finance team, document management, answering telephone enquiries and placing orders on the accounting system.

Person Specification

To be successful in this role, the desired candidate should have experience within a similar role in a fast-paced office environment.

You must be computer literate and proficient in the use of Microsoft Office software. You should also demonstrate a keen eye for details.

You should also have strong analytical skills and the ability to prioritise and use own initiative in order to meet the demands of a fast-paced work environment. In addition, you should have excellent communication skills and demonstrate flexibility within a small finance team in support of business needs.

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 300 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 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.

If you are interested in applying for the post, please send your CV and cover letter to HR@2agriculture.com. Please note, due to the volume of applications we will only be contacting the candidates selected for interview.