



Executive Assistant **Stoke Ferry, King's Lynn, PE33 9SE**

Salary: Up to £30,000

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.

Shift Pattern: 40 hours per week, Monday to Friday.

We are pleased to be able to offer an excellent opportunity for an Executive Assistant to join the team. This position will be based at our Stoke Ferry Mill and will also support our other sites across the UK.

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

Reporting to The Head of HR this is a hybrid role that provides support to the Senior Leadership Team in all aspects of day-to-day business particularly with diary management, internal communications and a wide range of administrative duties. You will proactively use social media, ensuring that it promotes 2Agriculture positively which includes the upkeep of the Company website.

Working as an Executive Assistant, you will also play an integral role in supporting 2Agriculture's internal communications strategy, supporting the Senior Leadership Team to help bring our purpose, vision, and values to life.

Person Specification

Candidates should be true generalists 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. A basic understanding of HR and Health & Safety policies and procedures would also be advantageous.

Qualifications & Experience

- Minimum GCSE grade C level in Maths and English.
- A Level/Higher grade pass preferred.
- Excellent proficiency with Microsoft Office 365, including, Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive, Teams, etc.
- The ability to work independently and remotely from line manager when required
- Relevant experience in a role that incorporates the major components of the duties and responsibilities noted.

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.