

OUR BEST IS MADE OF **YOURS**

Saputo

TECHNICAL ADMINISTRATOR

Davidstow
Full Time Permanent

YOU'LL MAKE CONTRIBUTIONS THAT MATTER BY...

- Delivering effective administration of all technical information and data recording
- Providing assistance to the Head of Site Food Safety and Quality, and supporting the Site Director in the absence of the Site Directors PA
- Overseeing supplier management, receipt of materials, approval communications, specification management
- Responding to the dynamic nature of the business and assisting the technical departmental requirements for the maintenance of compliance with customer, business and regulatory requirements as directed by the Head of Site Food Safety and Quality.

YOU'RE BEST SUITED FOR THE ROLE IF YOU ARE...

- Qualified in 5 subjects at GCSE level including Maths, English and a Science based discipline
- Experienced in administration with intermediate Excel skills, preferably within the food industry for at least two years.
- Experienced of dealing with suppliers and supporting investigations into customer complaints
- Able to present data in an understandable manner, including presenting technical issues to non-technical personnel

WE SUPPORT AND CARE FOR OUR EMPLOYEES BY PROVIDING YOU WITH...

- Bonus paid quarterly
- Long service recognised every 5 years
- Generous employer pension contributions
- Health Cash Plan - claim money back up to a set limit of c.£700 per annum on essential healthcare
- Life Assurance
- Free, onsite parking
- Discounted branded products
- Subsidised staff restaurant
- 25 Holidays + 8 bank holidays
- My Staff shop - access to exclusive benefits, free advice and savings - providing great discounts from thousands of the UKs largest retailers & service providers.
- This role isn't eligible for visa sponsorship

We support employment equity. Saputo strives to embed diversity and inclusion in its operations and invites candidates from all horizons to join our team.

To apply please email recruitment@saputo.com

Applications received after this date may not be able to be considered.

Agencies - Thank you for your interest in working with Saputo Dairy UK. We have a PSL who will be supporting us if needed. We do not pay fees or acknowledge any CV's supplied to Saputo Dairy UK unless you have been briefed on the role by a member of the Talent Acquisition Team.