

# OUR BEST IS MADE OF **YOURS**

*Saputo*

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## **ADMINISTRATOR, ENGINEERING**

Davidstow  
9 Month Fixed Term Contract

### **YOU'LL MAKE CONTRIBUTIONS THAT MATTER BY...**

- Providing administration support to the Engineering Manager, Engineering Department & Engineering Planner
- Carrying out Purchase Order Management – Generating, Receipting and monitoring spend against budget.
- Setting up new suppliers and documentation.
- Generating cycle count variance reports within the Engineering Department.
- Producing monthly variance KPIs
- Maintaining Safe Contractor System, in excess of 465 contractors, over 90 companies, with a purchase spend value of £3.1 million, maintaining records to keep them compliant with Group Health & Safety Procedures.
- Reducing the risk of non-compliance with company health & safety and food hygiene procedures and policies, thus reducing the risk of lost production and loss of business.

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

- Able to demonstrate strong analytical and planning skills.
- Able to demonstrate decision making skills
- Understanding of document control to a good level
- Proficient in ERP system ( Enterprise Resource Planning) an advantage- training can be provided
- Proficient in CMMS (Computerised Maintenance Management Systems) an advantage- training can be provided

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

- Completion Bonus
- Development opportunities
- Generous employer pension contributions
- Health Cash Plan - claim money back up to a set limit of c.£700 per annum on essential healthcare
- 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.

**Closing Date: 27<sup>th</sup> May 2022. Applications received after this date may not be able to be considered.**

**To apply please email [recruitment@saputo.com](mailto:recruitment@saputo.com)**

**Priority will be given to those currently at risk of redundancy or within a consultation process who exhibit the required skills for role.**

**Please ensure your manager is informed before applying for this position.**

*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.*