



## **Business Administrator (part time)**

### **Haverfordwest, Pembrokeshire**

We are now seeking to appoint a Business Administrator working 20 hours per week based at our Haverfordwest Creamery.

#### **About Us**

First Milk is a wholly British farmer-owned dairy co-operative with a vision to create value for members by delivering long-term prosperity in the form of success, profitability, security and wellbeing.

Owned by the family farms that supply us with milk and invest capital in the business, we produce award-winning cheddar, regional cheeses and dairy ingredients, as well as marketing fresh raw milk to many other UK dairy processors.

We work together as one team, with a relentless focus on efficiency and quality, to deliver competitive total returns to our farmer members. We put customers at the heart of our business, creating value through strong, long-term partnerships.

We are currently looking for a Business Administrator to join us and deliver a first-class service.

The Benefits:

- Competitive salary
- Pension

As a farmer-owned business, our vision is to work together to deliver prosperity. Everything we do, every day, is about delivering competitive returns, security and stability for our farmers.

#### **The Role**

As an essential part of the team, your main responsibility is to ensure that all business administrative functions are carried out in an effective manner supporting core business processes

#### **Working as part of the team, you will be responsible for:**

- To ensure that all production paperwork is filed in the audit room as per the technical teams requirements
- To ensure all paperwork is archived appropriately when required
- To manage the stationary cupboard and prepare the stationary order
- Complete the data administration for the DWOR report and circulate out via email and display in the red floor area
- Administer and arrange appropriate forms of sale/disposal for all salvage products in line with internal processes and procedures
- To ensure that all data requirements for the weekly Scorecard is completed by 10am on a Monday morning (or Tuesday where there are bank holidays)
- To ensure any purchase order processes are carried out as per the group purchasing policy and supporting the right first time matching of invoice processes.
- Various admin tasks associated with the production of our cheese
- Administration of all site manufactured cream and whey concentrate – (whey cream, sweet cream and whey concentrate)
- Carry out all administration on bulk milk intake in a proactive manner as per the procedures and as required by the administration team
- General office housekeeping
- To manage the staff cheese shop
- Support year-end processes as per the agreed year end programme, including reasonable out of hours working if required



## About You

### To join us, you will need:

- High level of detail and accuracy
- Excellent IT skills
- Excellent numeracy skills
- Excellent time management skills
- Ability to work effectively as an individual as well as part of a team
- Excellent communication skills
- Looks to enhance and improve all existing functions
- Supports and enhances continuous improvements, lean and agile principles

So, if you're seeking your next challenge, please apply via email to [recruitment@firstmilk.co.uk](mailto:recruitment@firstmilk.co.uk)