

Job Title: Production Administrator
Reporting to: Production Shift Manager
Direct Reports: None
Hours: Tuesday-Saturday 7am-4pm
Location: Salford Priors, Evesham

Job Purpose: To provide effective and efficient administrative and operational support to the Salford Priors' Production Team.

Main duties and responsibilities:

- To ensure all operational documentation is completed and communicated internally or externally in timely manner.
- To ensure all documentation is filed and stored correctly and securely
- To collaborate with internal stakeholders
- To adhere to all Angus Soft Fruits policies and procedures.
- To attend relevant meetings and communicate important information to teams when required.
- To develop and maintain internal/external relationships in relation to agency staff.
- To assist in the recruitment process within the production team, by compiling interview packs and other relevant recruitment documentation.
- To assist in onboarding of new production team members, (including agency staff), supporting full understanding and completion of all new employee documentation.
- To assist with the coordination and administration of site inductions, training/development and compliance activities, for the Production team.
- To administer to Learning Management System and Time and Attendance system for production staff
- To assist in maintaining training records and assistance with external training requirements for the Production team.
- To review and maintain all Production documentation and processes
- To facilitate effective communication within teams.
- To maintain a safe and clean working environment, ensuring compliance with safety regulations.
- To proactively participate in the individual performance management process, achieving SMART targets and continuous personal developments
- To fully participate in the development of the Packhouse vision.
- To undertake any other duties that are appropriate for the role and contribute to the overall success of the Salford Priors production site.



Person Specification

	Essential	Desirable	Assessed
Education			
Minimum GCSE A to C grade or equivalent in maths and English.	X		Application
Experience			
Proficiency in Microsoft Office applications	X		Application/Interview/Test
Administrative experience	X		Application/Interview/Test
Creating and maintaining data records	X		Application/Interview
Data input		X	Application/Interview/Test
Customer service		X	Application/Interview/Test
Skills			
Effective verbal and written communication skills	X		Application/ Interview/Test
Effective interpersonal skills	X		Application/Interview
Attention to detail and accuracy	X		Application/Interview
Ability to prioritise own workload	X		Application/Test
Ability to use initiative and work as part of a team	X		Application/Interview
Ability to maintain confidentiality	X		Application/Interview
Ability to embed and live ASF Values	X		Application/Interview
Ability to communicate verbally and in writing in different languages		X	Application/Interview



Angus Soft Fruits Company Values and Behaviours

With Integrity - we do what we say we will

- We are respectful and understanding of others, always
- We treat people like people and look to help each other
- We honour agreements and develop long term trusting relationships
- We are patient, tolerant and show gratitude to others
- We do the right thing for ourselves and others

Excelling - we always aim high

- We seek to raise the bar in our industry in everything that we do
- We are positive, proactive & fun with ambition and drive
- We set clear targets & we aim to exceed them and even if we don't, we will next time
- We are learners, we develop & inspire our colleagues

With Efficiency - we keep it simple

- We are organised and structured in the way that we work
- We work smarter not harder
- We communicate clearly and concisely
- We get it right first time, everytime
- We avoid unnecessary waste

Innovating - we challenge the status quo

- We are adventurous
- We are brave in trying new ways of working
- We are passionate in the development of new varieties and products
- We lead in the development of new technology

Collaborating - together we go further

- We work together as ONE TEAM to deliver outstanding results
- We actively listen to each other & engage in positive & challenging debate

With Curiosity - we dig deeper

- We explore new opportunities & approaches
- We look at things from other points of view
- We are open minded
- We use creative solutions
- We are eager to learn

