

**Job Title:** Production Administrator Apprentice  
**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**

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

