

# Buying Administration Support (Blueberries / Stonefruit / Dates)

Fresh opportunities

Starting Salary - £19,000

Closing date 18<sup>th</sup> April 2018



## Overview

It's a great time to develop your career with Primafruit. We're a fast-growing business with a strong team of people. Defining and fulfilling the very best standards in fresh produce supply is what we're all about.

## Your role will include

As Buying Administrator you will provide support to the teams that bring in Blueberries, Stonefruit and Dates.

## Key skills

We are ideally looking for someone who has a high level of organisation, who can be relied on to prioritise, organise and plan your tasks. The following would also benefit successful application for the role:

- Effective communication skills
- Extensive knowledge of Microsoft Office
- Good level of Excel experience
- Understanding of SAP would also be advantageous

We are looking for a dynamic individual who can keep pace with the business and think on their feet.

## Shift pattern

Office hours working 8am-5pm Monday to Friday. You will however need to be flexible to meet the requirements of the role.

## To apply

Please inform your line manager in the first instance and email your CV to [HR.Department@primafruit.co.uk](mailto:HR.Department@primafruit.co.uk)



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