



## Resourceful person required for office based opportunity

### Office Administration

Seasoned Pioneers, a dynamic, spice company in the gourmet food sector, seeks a full-time office administrator/manager based in Bromborough. Core responsibilities relate to the daily operations of the company. These include, customer services, order processing, handling of incoming calls, responding to emails, developing sales, credit control, planning production, purchasing, data entry, maintaining accurate records, monitoring stock levels, transport logistics, quality control, food safety, marketing and new product development. Appropriate training will be provided. The ability to learn new tasks is essential.

There is genuine scope for the right person to develop this role in line with their experience, skills and desire to grow with a small company. As a member of a small team, the successful candidate must have the ability to multi-task and cover the roles of colleagues.

Reporting to the business owner, you will have relevant experience preferably within a FMCG environment. An interest in our products and knowledge of food ingredients is essential. Additionally, you will have a good telephone manner, be trustworthy, self-motivated, reliable, well organised, IT literate with impeccable attention to detail and an excellent communicator.

A flexible approach and ability to thrive under pressure whilst working autonomously in a small company environment are essential.

Please send your CV together with covering letter detailing your suitability and current remuneration to:

Matt Webster (Director), Seasoned Pioneers Ltd, Unit 8 Stadium Court, Plantation Business Park, Bromborough, CH62 3RP or e-mail to [matt@seasonedpioneers.co.uk](mailto:matt@seasonedpioneers.co.uk)

#### SEASONED PIONEERS LIMITED

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