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|-------------------------|--|-------------------|--------------------------------|
| Job Title:              | General Administrator<br>(Distribution Office) |                   |                                |
| Department/<br>Group:   | OMEX Agriculture Ltd.                          |                   |                                |
| Location:               | Kings Lynn                                     |                   |                                |
| Level/<br>Salary Range: | Enquire within                                 | Position<br>Type: | Seasonal cover Feb to May 2022 |
| HR Contact:             | Ally Edwards                                   | Date posted:      | 22 <sup>nd</sup> December 2022 |

**Applications Accepted By:**

E-mail: [careers@omex.com](mailto:careers@omex.com)

For the attention of: Ally Edwards

Closing date: 21<sup>st</sup> January 2022

Interviews scheduled: ASAP

**Job Profile**

**The Company**

OMEX is the market leader in liquid fertilisers in the UK who manufacture and export a unique range of plant nutrients and crop health promoters, nationally & internationally.

**Role & Responsibilities**

The objective of the role is to offer administrative support to the Distribution Team during our busy peak period from January 2021 through to the end of May 2021, based at our Estuary Road office in Kings Lynn. A good eye for detail & excellent Customer focus is key for this role.

**General Duties**

- To complete all relevant paperwork to support the distribution process, including:
  - Booking goods in and out
  - Processing returned goods
  - Data entry
- To ensure customer focus is the top priority.
- Liaising with driver contractors.
- Effective communication to all customers, suppliers & contractors
- Work with the team to ensure all customer delivery requests are met on time & in full.
- Operate to a standard way of working to ensure consistency through the distribution process.

**Personal requirements:**

- Previous experience in a distribution planning role would be desirable.

- Knowledge of weighbridge processes & procedures, would be advantageous
- Attention to detail with mathematical and clerical accuracy required
- A professional telephone manner.
- Highly self-motivated and enthusiastic, with an ability to work flexibly and prioritise workload.
- A proactive approach and a 'can do' attitude, with the ability to work without supervision
- Ability to work under pressure during busy seasonal work periods
- Team player capable of working with various stakeholders, both internal & external
- Computer literate and able to use Microsoft software including Excel & Outlook
- Full, Clean UK driving Licence, as there may be some inter-site travel.

The standard working hours are 8:00am to 5:00pm Monday to Friday, pre-Spring Season. During the Spring season the hours will be 6:00am to 6:00pm. Extra hours and weekend work will be expected during busy peak production times.