

Job Title:	Office Admin & Sales Support		
Department/ Group:	OMEX Agriculture Ltd.		
Location:	Kings Lynn, UK		
Level/ Salary Range:	Enquire within	Position Type:	Temp contract to finish July 2022
HR Contact:	Ally Edwards	Date posted:	13 <sup>th</sup> January 2022
<b>Applications Accepted By:</b>			
E-mail: careers@omex.com For the attention of: Ally Edwards		Closing date: 31 <sup>ST</sup> January 2022 Interviews scheduled : ASAP	
<b>Job Profile</b>			
<p><b><u>The Company</u></b> 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 &amp; internationally.</p> <p><b><u>Role &amp; Responsibilities</u></b> We are looking for a self-motivated, enthusiastic, team player and disciplined individual to assist in the support of our busy administration office, during our peak operational period.</p> <p><b><u>Core Functions</u></b></p> <ul style="list-style-type: none"> <li>• Order processing</li> <li>• Distribution of post, including internal and other offices</li> <li>• Sales order entry</li> <li>• Processing of SAP and Soil data including results and packs</li> <li>• Telephone sales support for the technical / sales team</li> <li>• Dealing with internal and external customers</li> <li>• General admin duties <ul style="list-style-type: none"> <li>• Including filing, emails, phone calls, completing spreadsheets, reports etc</li> </ul> </li> </ul> <p><b><u>Job Role</u></b></p> <ul style="list-style-type: none"> <li>• Excellent telephone manner</li> <li>• Proficient in MS office package</li> <li>• Working knowledge of MS Navision Dynamics</li> </ul>			

- Excellent organisational skills
- Ability to work under own initiative and work well as a team member
- Energetic and highly motivated.

Hours of work will be: 8:00am to 4:30pm Monday to Friday (with extra hours where necessary), unpaid lunch break of 30 minutes. A full UK driving licence would be desirable.