



Excellent Opportunity in our Commercial Department

S&A Group is the UK's largest independent strawberry grower. The Group, which also has berry growing operations overseas and grows early UK asparagus, uses modern and innovative growing techniques to drive and support its thriving year-round soft fruit import business. Our principal customers include the major multiple food retailers.

We are excited to offer the opportunity for the following full-time, permanent vacancy within our commercial department, based in Marden Hereford:

Business Administrator

To be responsible for the administration and completion of administrative tasks through constant liaison and communication with the Operations and Payroll departments. To ensure that all tasks are completed in timely, accurate and proactive manner.

The main duties and responsibilities include:

- Total compliance with company's and statutory guidelines, policies and procedures
- Professional level and high standards of service provision and maintenance
- Weekly payroll processing
- Pro-active responses and adaptability to changing situations enabling corrective actions within time
- Constant liaison with Operation Managers and Payroll

Are you the Ideal Candidate?

The ideal candidate will have:

- Strong interpersonal and communication skills
- Possession of positive attitude and strong work ethic
- Accuracy to detail, and ability to identify abnormalities and rectify these imminently
- Ability to prioritise workload accordingly through demonstration of high levels of organisation, flexibility and courteousness in providing help and support.

Our people are core to our business and we are proud of providing a working environment that allows people to grow and develop in all areas of the business. The atmosphere at S&A is fast paced, exhilarating and rewarding.

We offer a competitive salary, 33 days annual leave, pension contributions and scope to uncover your potential with a rapidly expanding, independent business.

In association with the benefit hub, we have also developed a retail shopping and voucher portal, where you will be able to enjoy discounts, rewards and perks on thousands of the brands you love.

A full Job Description is available upon request.

Please apply either in writing to Jo Kennedy, Group HR & Recruitment Manager, S&A Group, Brook Farm, Marden, Herefordshire HR1 3ET or by e-mail to vacancies@sagroup.co.uk and attach an up-to-date CV and confirmation that you have read our Candidate Privacy Notice, available on our website.

S&A Group is an Equal Opportunities Employer.



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Herefordshire
& Worcestershire
Chamber of Commerce



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IN PEOPLE