



Excellent Opportunity at our site in Kent

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 seasonal fixed-term (Apr – Dec) vacancy, based at Hernhill Nursery, Kent:

Packhouse Administrator & ERP Support

This role is a service to the Packhouse, ensuring the P/H is provided with all relevant information and paperwork whilst maintaining the ERP system. It will require:

- To ensure the P/H is provided with a consistent Administration (including Despatch) service
- To control and complete all documents in a prompt yet accurate manner.
- To provide cost analysis
- Daily control and KPI reports
- Raw material wastage data inputting (time sheets, employee hours)
- To ensure all ERP operators are trained to SOP and fully understand the system
- To manage and hire/de-hire all customer trays and Chep pallets used within the P/H

The main requirements for the role are as follows:

- Previous experience in admin role
- Excellent level of English
- Flexible and able to work under pressure
- Computer skills
- Ability to work under pressure and to deadlines
- Adherence to all health and safety and hygiene standards

The role would be suitable for a candidate with the relevant administrative knowledge, experience, and expertise, and looking to start immediately. Work pattern is flexible amount of hours with a minimum of 40 hours per week guaranteed. Daily start and end times will vary depending on the needs of the business, which will be agreed upon in advance. Working weekends will be also required.

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

A full Job Description and Person Specification are available upon request.

Please apply either in writing to Agniete Dada, HR Officer, S&A Group, Hernhill Nursery, Highstreet Road, Kent, ME13 9EJ,

or by e-mail to: vacancies@sagroup.co.uk and attach an up-to-date CV.

The closing date for applications is 25th April.

S&A Group is an Equal Opportunities Employer.



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