



**FLOUR & ANIMAL FEED MILLERS**  
**[www.heygates.co.uk](http://www.heygates.co.uk)**

**ADMINISTRATION ASSISTANT/ADMINISTRATOR**

The Heygate Group of Companies is a privately owned and family led Group. An opportunity has arisen for a Full Time Administration Assistant/Administrator to join a close-knit team at their Downham Market site.

Training will be given however a good working knowledge of all Microsoft Office Packages is required. This is a great opportunity to work within an established rural business locally. As part of a small busy team within a larger company you must be flexible to deal with all day to day admin duties.

The successful candidate will be good with numbers, methodical and organised, and a good communicator.

Full time (37.5 hours per week), Contributory Pension Scheme.

Please apply in the first instance to:

[recruitment@heygates.co.uk](mailto:recruitment@heygates.co.uk)

or at:

[www.heygates.co.uk/jobs](http://www.heygates.co.uk/jobs)

**Closing date: 24<sup>th</sup> June 2021**