



SALES OFFICE ADMINISTRATOR

The Heygate Group of Companies is a privately owned and family led Group, with substantial interests in Flour Milling, Baking and Agriculture.

Required for our busy Flour office, to work as a member of a team receiving and processing orders. The successful applicant must have great attention to detail, be polite, a confident communicator and have a good working knowledge of all Microsoft office packages.

A good telephone manner and the ability to work under pressure are essential.

Full time 36 ¼ hours per

Contributory Pension Scheme

Salary negotiable according to age and experience.

Own transport essential for anyone living outside the Bugbrooke area.

Please apply in the first instance to:

recruitment@heygates.co.uk

or at:

www.heygates.co.uk/jobs