



Technical Administrator

Heygates is a family owned flour milling business based in Northamptonshire. Heygates family business virtues are quality, loyalty and good staff relations. The wider group employs over 1200 staff and is an entrepreneurial company. The technical team are highly skilled, supportive and exposed to a broad range of technical functions within the business. Their role is to support customers with information to manage flour quality and safety and to underpin key decisions in the Heygate business with facts.

This role is designed to facilitate communications with Heygates customer technical teams. The Technical administrator will be the initial contact for responding to the day to day telephone and email enquiries. They will play an integral role ensuring an efficient and professional response is given. The ideal candidate will be able to listen and interpret customer queries and then work closely with the Technical team to develop a response. The ideal candidate will have excellent verbal and written communication skills, be extremely organised and competent with using telephone and email, be thorough and pay attention to detail, able to work under own initiative and flexible and open to change.

Salary - £22,500 - £27,500 Negotiable depending on experience

We offer a competitive rate of pay along with pension, life insurance, enhanced holiday entitlement, flexible working, cycle to work and an employee perks scheme.

Please apply in writing in the first instance at:

<http://www.heygates.co.uk/jobs.php>