



SALES OFFICE ADMINISTRATOR

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

The role is based in the Animal Feed Sales Office at Heygates Country Feeds Ltd, Bugbrooke Mills, Northampton. The sales office administrator is part of a small team working in an open plan office.

Working Hours: 9.00am to 5.30pm or 8.30am to 5.00pm with a lunch break of 1¼ hours plus Saturday mornings by roster (presently one in every five weeks).

Key Responsibilities

- Answer the telephone.
- Process orders from customers.
- Liaise with transport, accounts and production departments where necessary to ensure that queries are answered and customers' requirements are met.
- Support the field sales team by channelling information and enquiries.
- General administrative tasks as required.
- Provide holiday cover for other administrative roles.

Starting Salary £18,500 (negotiable according to experience).

Own transport essential for anyone living outside the Bugbrooke area.

Please apply in the first instance at:

www.heygates.co.uk/jobs