

Job Description	
Job Title: Trainee Logistics Administrator	Salary: Dependant on Experience
Reports to: Logistics Assistant	Hours: Office Hours Monday – Friday 6am to 2pm
Location: Kimbolton or as reasonably required	Direct Reports: Nil
Main purpose of the role	
<ul style="list-style-type: none"> <li>• Operate the Weighbridge</li> <li>• Reception and Administration Support</li> <li>• Product Quality Test and Sample Management</li> </ul>	
Initial Responsibilities & Tasks	
<p><b>Weighbridge Operator</b></p> <ul style="list-style-type: none"> <li>• Operate the weighbridge and quality control of incoming raw materials</li> <li>• Manage lorry/traffic flow</li> <li>• Operate outlets to fill bulker lorries</li> <li>• Answer the phone, receive visitors and packages</li> </ul> <p><b>Administration support (Logistics Department)</b></p> <ul style="list-style-type: none"> <li>• Assisting transport department with paperwork processing and filing</li> <li>• Assisting sales department with providing product samples and promotional packages for customers.</li> <li>• Archiving Production checklists</li> </ul> <p><b>Administration Support (Operations Department)</b></p> <ul style="list-style-type: none"> <li>• Organise feed samples for laboratory analysis</li> <li>• PPE stock management</li> <li>• Production consumable stock management</li> <li>• Administer quality records according to schedule</li> </ul>	
Key Skills & Competences	
<ul style="list-style-type: none"> <li>• Computer Literate – Word and Excel</li> <li>• Competent level of mental arithmetic</li> <li>• Good attention to detail in data entry and administration</li> <li>• Good communicator both written and verbal</li> <li>• Can multi-skill and have several different jobs on the go at once</li> <li>• An understanding of agricultural / rural issues would be of benefit</li> </ul>	
Attitudes	
<ul style="list-style-type: none"> <li>• Enjoy a dynamic busy environment</li> <li>• Prepared to go ‘that extra mile’ to make a difference</li> <li>• Team worker</li> <li>• Organised</li> </ul>	