

Job Description

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| Job Title: | Assistant Administrator (Maternity Cover) | | |
| Department: | Member & Supplier Accounts | | |
| Reports To: | Member & Supplier Accounts Supervisor | | |
| Hours / Days: | 9.00am – 5.30 pm | Monday – Friday | 37.5 hrs per week |
| Job Summary: | Working to the Fram Farmers vision and strategy objective with specific responsibility for supporting the Member & Supplier Accounts Team. | | |

Key Responsibilities & Duties

1. Member & Supplier Team Support

- Print supplier invoices and date stamp.
- Process Genus Invoices.
- Member Request Checks
- Post back to back trading invoices to monthly deadline.
- Check back to back control accounts & resolve any issues.
- Forward Correction & Credit batches to Member Accounts Administrator & File posted batches.
- Invoice No Member Code Process
- Assist with Member and Supplier queries.
- Assist with Supplier statement reconciliation.
- Delete duplicate documents
- Support the day to day functions of the Member & Supplier Team.
- Cover holidays and sickness in the Member & Supplier Team.

2. Reception

- Take all reception over flow calls.
- Main Reception Cover

3. Other Support

- Other Administration Duties

4. General

- Any other ad-hoc duties, as required.
- Maintain and develop your knowledge of the Company's accounting and administration system.
- Liaise with work colleagues as required.
- Participate in internal / external meetings as requested.
- Identify and meet personal job-related training and development as required.
- Undertake telephone liaison with relevant contacts.
- Provide assistance in terms of general and specific business support as required.
- Maintain an awareness of the FF Quality System and report any suspicious / suspected breaches of security to the Quality Assurance Co-ordinator.

Person Specification

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| Location: | Easily commutable to Framlingham |
| Experience: | Strong Microsoft Office / General Computer Skills Strong administrative experience requiring high attention to detail Working within a high pressure environment |
| Personality: | A resourceful team player Self assured and motivated Adaptable and flexible in approach Upbeat manner with a “can-do” attitude Ability to learn and assimilate new information quickly Strong eye for detail Ability to multi-task |
| Salary / Benefits: | Competitive salary 5% non-contributory pension 22 days holiday Life Insurance Permanent Health Insurance Membership benefits |