

Ideal Foods Ltd

Job Description



Name: _____ **Reports to:** Operations Manager/Assistant Accountant

Job Title: General Office and Accounts Administrator

Overall Purpose:

Provide administrative support to the Ideal Foods Sales Team and Accounts Team

Duties:

- Raise sales orders and ensure all Snap sign documents are returned (as requested by a Sales Manager)
- Raise purchase orders as required
- Provide admin support to Sales Team
- Occasional filing and shredding may be required
- Order Lunch for all office staff on a Friday
- Each week ensure office rubbish is put out for collection on appropriate day
- Order stationery for the company and control stock
- Raise purchase orders for daily intakes of stock to multiple locations
- Process purchase invoices through the system
- Provide holiday cover for Sales and Logistics
- **Please note that this list is not exhaustive and you may be required to perform any other task as requested by a Director**

Signed: _____

Date: _____

Manager Signed: _____

Date: _____