



## **AGRI-ADMINISTRATOR**

A new opportunity is now available for an ambitious and hardworking individual seeking a fulfilling career within the agricultural industry. CMC are looking for a recent college leaver or someone with a strong agricultural background to join our successful team with an outstanding reputation throughout the South West.

You will be the first point of contact for our customers. Building lasting relationships is an integral part of our business and we are looking for friendly individuals who will understand our ethos and help us continually improve.

This position will provide the opportunity for the successful candidate to tailor their career path as it develops.

### **Responsibilities:**

- To manage incoming calls and customer service enquiries in a patient manner
- Have ability to work with spreadsheets and process information accurately
- Provide administrative support for the team members in the office along with the sales team

### **Requirements**

- Excellent communication skills
- Strong customer service skills
- Good organisational skills
- Initiative
- Personable, friendly team player
- An agricultural background/understanding would be advantageous but not essential

This is a full-time position which will include some Saturday mornings each month. A competitive remuneration package will be on offer to the successful candidate. We recognise an individual's potential and provide training and progression for candidates wishing to enhance their careers.

To apply please send your CV to [jenny.govier@creditonmilling.co.uk](mailto:jenny.govier@creditonmilling.co.uk) or apply in writing to Crediton Milling Co Ltd, Fordton Mills, Crediton, EX17 3DH