

JOB DESCRIPTION



Job Title: Plants Administrator

Location: Berry Gardens Packhouse

KEY PERFORMANCE AREAS

- Data gathering, entry and validation
- Data maintenance and updates
- Producing reports and pivot tables from gathered data
- Building relationships within Berry Gardens and all business partners

PRINCIPAL ACCOUNTABILITIES

- Data entry & validation
- Regular data updates
- Assisting team with building & testing new processes, ways of working
- Working with various stakeholders to review data and accuracy

PERSON SPECIFICATION

- Friendly, outgoing and positive personality
- Good time management
- Interpersonal skills
- Ability to present data and information in a simple way for a non-technical audience
- Excellent written & verbal communication skills
- Investigative mind set
- Problem solver
- Adaptability
- Able to work under pressure if necessary and to deadlines
- Systematic, logical & numerical
- Able to work alone as necessary
- Willingness to learn
- Good attention to detail

KEY RELATIONSHIPS

Reports to: Supply Chain Director