

## Job description

### Title: Part time Administrator

- Part time – 20-25 hours per week (to be agreed)
- Portland, Dorset

### The Company

Viterra is a world-leading, fully integrated agriculture network that connects producers and consumers to supply sustainable, traceable and quality-controlled agricultural products. The Group sources commodities such as grains, oilseeds and pulses and supplies them around the world, employing 17,500 talented people and operating in 37 countries. The UK operation, based in Thame employs nearly 70 staff and is primarily involved in the UK Grain and Feed markets.

### Summary of the Portland Facility

Our Portland facility comprises of 2 warehouse sites, one totalling 75,000 square feet and an additional state of the art 144,000 square feet facility, both complimented by a portside presence for discharging and loading vessels using our own stevedoring equipment, including a new 380 metric tonne hybrid crane. Our network of global port terminals means we can provide a guaranteed service to our consumers. Our people operate all aspects throughout the supply chain which allows us to accurately manage the quality, quantity and delivery of our commodities.

### Position description

We are looking for an experienced administrator to join our small team at our Portland facility. As Site Administrator you will report to the Site Managers and Operations Manager. You will be responsible for organising and maintaining all necessary site documentation. This role will be varied and will be a vital support role for the site in all administrative areas.

### Day to day tasks

Undertake all administrative duties on site which will include, but not be limited to:

- Collating contractor employment documentation
- Collate employee and contractor working hours
- Collating and logging health and safety documentation
- Work with head office to provide any necessary reports and information
- Answer general enquiries from head office
- Support the Site Managers and the Operations Manager in their day to day administration
- Electronic and hard copy filing
- Office organisation
- Ordering of sundries for the office eg cleaning products, tea, coffee etc.
- Answering the phone
- Learn to operate the weighbridge as a precautionary backup

- You will work with your colleagues to keep the facility clean, tidy and organized at all times
- Adhere to all health and safety guidelines while on site

#### **Required skills and experience**

- Proven administration experience
- Strong IT skills using Microsoft packages (Outlook/Word/Excel/Powerpoint)
- Highly organized
- You must be a team player and confident communicator
- A willingness to get stuck in and help where required

#### **Desirable skills**

- If you have previously worked in a similar environment or industry, that would be advantageous (production, warehouse, ports, shipping)

#### **Personal Attributes**

- A natural organizer
- Confident and proactive
- Positive outlook
- Team player

**Location:** Portland, Dorset

**Working hours:** 9-2.30pm Monday to Friday with half an hour unpaid break

**Reporting to:** Operations Manager and Site Managers

#### **Company Benefits**

Salary Range: commensurate with experience and knowledge

Holiday: 25 days plus bank holidays (pro rata based on 40 hours per week)

Annual discretionary bonus scheme (paid monthly after qualifying period), 10% company pension contribution, private healthcare (after qualifying period), life insurance and income protection.

**To apply for this position, send your CV and covering message to [thame.hr@viterra.com](mailto:thame.hr@viterra.com)**