
Company: Willows Ingredients Ltd

Location: Elmwood Court, Springwood Close, Tytherington Business Park, Macclesfield

Website: www.willowsingredients.ie

Job Type: Full-time

Job Description

Willows Ingredients was started in 2007 and is now a hugely successful distribution business. We are a distributor of raw materials for the Food, Healthcare, Sports, and Animal Nutrition industries. Willows Ingredients provides first-class customer service, and we are successful because of our dedicated employees, impeccable reputation, and extensive experience.

With our Head Office based in Ireland, Willows Ingredients also has offices in the UK, Europe, and China.

At Willows Ingredients, we thrive on teamwork, respect, a can-do attitude, and continuous improvement. We believe in working together to overcome challenges, supporting each other every step of the way, and creating a friendly and inclusive environment. Every employee is valued, and everyone's contribution is appreciated as we work towards our shared goals.

We currently have an opportunity for a motivated, ambitious administrator to join our Purchasing Team.

Key Responsibilities

- Provide administrative support to the Purchasing Team, assisting with daily tasks and long-term projects.
- Request samples for the business, track their progress, and update the sales team on their status.
- Ensure the sample tracker is consistently updated with accurate details.
- Obtain necessary specifications for the sales team and ensure timely follow-up.
- Send samples to customers as required, maintaining excellent customer service standards.
- Chase suppliers for Certificates of Analysis (CoA) and labels for approval.
- Liaise with other departments to keep informed on CoAs and labels preventing duplication of chasing.
- Track the approval process and progress with the order once approvals are granted.
- Advise the finance department that pro-forma invoices can be paid upon approval.
- Perform ad-hoc updates to the system and generate reports as needed.
- Calculate and add landed costs to Mainline Purchase Orders (POs) upon receiving quotes.
- Create new accounts on Sage as required.
- Train to provide coverage for colleagues' holidays, ensuring continuity within the Purchasing Department.

Suitable candidates should have following experience and competencies:

- Strong administrative support experience.
- Excellent organizational and multitasking skills.

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- Strong communication skills, both written and verbal.
 - A proven track record in delivering excellent internal and external customer service.
 - The ability to build trusting relationships and work collaboratively with colleagues across the organisation.
 - Be highly organised, able to re-prioritise tasks in response to evolving issues.
 - Able to work without direct supervision.
 - Keen attention to detail.
 - Competent in the full Microsoft suite.
 - Experience in Sage or similar system.

Personal Attributes

- Proactive and self-motivated.
- Strong problem-solving abilities.
- Ability to build and maintain effective working relationships.
- Flexible and adaptable to changing priorities.

What we offer

- Hybrid working
- On-site parking
- 25 Days Annual Leave
- 35 hour working week
- Healthcare on successful completion of probationary period
- Employee Assistance Programme

How to Apply:

Interested candidates are invited to submit their CV and a cover letter outlining their suitability for the role to dflynn@willowsingredients.ie by 30th July 2024

Willows Ingredients Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
