



Job Description	
Job Title: Raw Material Assistant	Reports to: Raw Materials Supervisor
Grade: S2	Role Profile: Clerk
Based at:	Mobility/travel: No
Primary Purpose of the Role: To assist the Raw Materials team in ensuring that the Company's Raw Material being reviewed and reconciled correctly and accurately and that all associated administrative tasks are undertaken efficiently. To carry out the role whilst ensuring health and safety procedures are followed at all times. Ensuring that high levels of productivity, attendance and customer satisfaction are maintained at all times.	
Key Duties and Responsibilities: Your duties and responsibilities will include but are not limited to the following: <ul style="list-style-type: none">• Matching and allocating paperwork to weighbridge tickets on the Navision system.• Raising certificates of disposal.• Generating / creating weekly reports.• Running weekly purchase and sales invoices.• Checking and coding invoices for payment.• Creating weighbridge tickets via a virtual weighbridge.• Inputting data to Sage line 100.• Answering the phone.• Raising purchase orders.• Be able to assist the office with other administrative tasks. General: <ul style="list-style-type: none">• To work in a manner that reflects equal opportunities values, treating others with dignity and respect whilst taking into account the needs of colleagues and customers.• Providing high standards of quality whilst promoting, building and maintaining effective working relationships with colleagues, suppliers and customers.• Identifying training needs relevant to the job and participating in any training and development as required.• Maintaining high levels of personal motivation, attendance and conduct.	
The post holder's duties must be carried out in accordance with policies and procedures of SARIA Ltd including, but not limited to the Equal Opportunities, Harassment and Bullying Policy, the Health and Safety at Work Act 1974 and other subsequent health and safety legislation. These duties should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities for the Company, commensurate with the grading of the post.	

Key Relationships:

- Raw Materials Supervisor
- Group Financial Controller
- Finance Manager/s

Person Specification		
		E = Essential / D = Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to a good level. 	E
Knowledge	<ul style="list-style-type: none"> • Good IT skills, including Microsoft Office and Excel. 	E
	<ul style="list-style-type: none"> • Previous experience Microsoft Navision and Sage 100 systems. 	D
Relevant Experience	<ul style="list-style-type: none"> • Previous experience of working within a busy administrative team / department. 	E
Skills and Competencies	<ul style="list-style-type: none"> • Strong attention to detail. 	E
	<ul style="list-style-type: none"> • Excellent communications skills. 	E
	<ul style="list-style-type: none"> • Have the ability to work under pressure whilst meeting tight deadlines. 	E
Attitudes and Behaviours	<ul style="list-style-type: none"> • Strong organisational skills. 	E
	<ul style="list-style-type: none"> • Ability to work effectively within a team and individually. 	E
Decision Making	<ul style="list-style-type: none"> • Able to prioritise workload. 	E
Working Demands	<ul style="list-style-type: none"> • Able to be flexible when required. 	E
Working Arrangements	<ul style="list-style-type: none"> • Monday – Friday working hours. 	E
	<ul style="list-style-type: none"> • Full time, permanent position. 	E