



Job Advert Project Engineering Administrator

A new opportunity has arisen for a Project Engineering Administrator to join our Project Engineering Team based in Fochabers.

Baxters Food Group is a family owned global business established in Scotland over 150 years ago who are best known for premium food brands. For four generations the Baxters family has experienced dynamic change by launching into new market sectors through acquisitions and new products.

We're just as fussy about the people we employ as we are about the ingredients we use in our recipes. We employ people who are as passionate about our products as we are, after all food is one of the most competitive and fastest paced markets in the world. Our operational sites have strong local identities and we are highly respected in the local communities in which we operate. We are extremely proud that we have committed colleagues who have worked for us for over 30 years.

Principal purpose of the role:

- To provide administrative support in a split role capacity to both European CAPEX and Fochabers Site engineering teams through a variety of tasks in order to help these teams develop into influential, high performing teams within the European business.

Main accountabilities:

Work closely with all project managers, project engineers, site engineers and management of the teams in question to help deliver organisation and structure to the organisation by:

- Raising and receipting Purchase Orders for all Site Engineering and CAPEX Project requirements – including following correct and specific approval processes dependant on the team and other Oracle and Concur based tasks as required
- Dealing with all invoice queries specific to PO's raised in a timely manner to ensure accurate reporting of financial state within engineering function.
- Organisation of meetings and management of schedules for European Engineering Project Manager (EPPM) and Fochabers Site Engineering Manager (SEM) (incl. agenda distribution, attendance in meetings to minute and distribution of minutes)
- Develop working relationships with key suppliers and contractors and negotiate prices for repetitive orders
- Ensure PPE orders are completed correctly by all members of site engineering and CAPEX engineering teams
- Create, review and edit documentation as required by EPPM and SEM – incl. but not limited to board packs, monthly reports, KPI reporting etc
- Update training plans and organise for training in line with master training document for both teams
- Organise travel and hotels for team members as requested
- Update and control TMS for site and CAPEX engineering teams, flagging issues with either SEM or EPPM

- General filing of permit to works on completion and other archive materials
- Update and maintain systems and processes as necessary
- Initial CV checks and link with HR during recruitment process for engineering teams

Key Characteristics:

- Previous administrative experience. Knowledge of FMCG and previous experience in engineering admin.
- HNC/HND Administration
- Highly organised with high attention to detail. Ability to learn from variety of sources – incl rights and wrongs from experience
- Driven to complete tasks
- Effective communicator on all levels in the Business (written & verbal)
- Creation of document templates and databases
- Good written & verbal English
- Excellent interpersonal skills across all functions and levels
- Good team player
- Flexible and adaptable with a can do attitude
- Self motivated
- Tenacity in a professional manner
- Passion and pride in work

Hours:

37.5 hours per week, Monday to Friday

Date Advertised: 13th October 2020

Closing Date: 22nd October 2020