

## Job Description

**Job title:** Business Administration Apprentice

**Reporting to:** Operations Manager

**Locations:** Wear Industrial Estate, Washington

Reporting to the Operations Manager, you will be responsible for the collation and printing of production paperwork on a daily basis.

### **Main purpose of the job:**

- Sundry schedule to be run on a daily basis, updated and paperwork printed. Full kitchen schedule to be run once a week and updated where necessary.
- Action amendments received from SOP.
- Action e-mails received.
- Answer incoming calls and action or forward to the relevant personnel.
- Organise stocks of paper / stationary / ink cartridge.
- Deal with general enquiries from other internal departments.
- Break down batches of paperwork and distribute them to relevant factory departments.
- Update spreadsheets and other computerised system (LTA) on a daily basis.
- Print out sample paperwork and distribute to factory.
- Update samples on a daily basis. Chase up required information with the appropriate person.