



## PROCUREMENT ADMINISTRATOR

REQUIRED TO JOIN THE PROCUREMENT DEPARTMENT AT OUR TIDESWELL HEAD OFFICE

Holdsworth Foods is one of the UK's largest foodservice distributors, delivering ambient, chilled and frozen goods to caterers.

We have an exciting opportunity for a Procurement Administrator to support our Procurement Manager at our Head Office in Tideswell, Derbyshire.

The position involves all aspects of email and telephone communication with our suppliers, diary management and working closely with other departments within the business.

Previous administration experience is essential with excellent communication and IT skills, as well as the ability to analyse data to support the Procurement Team. An interest in food would be beneficial.

Salary negotiable

Permanent Position, Full Time

Hours of work: Monday – Friday 09:00am-5:00pm

Please download and complete an application form from:-

[www.holdsworthfoods.co.uk/work-with-us](http://www.holdsworthfoods.co.uk/work-with-us)

Please send all CV's to [jc@holdsworth-foods.co.uk](mailto:jc@holdsworth-foods.co.uk) FAO: - John Colton

**Closing date for applications: 23<sup>rd</sup> July 2021**