**Operations Office Administrator – based in Lytham, £18000 to £19000**

A great opportunity to join a successful team with a company that offers genuine progression opportunities.

**Role Summary**

Reporting to the Production Planner and Group Buyer you will play a key role in the Operation Team.

Main duties: -

* Processing Stock Purchase Orders (PO’s) as instructed by the Buyer and/or Planner.
* Ensuring sign off by Operations Director of PO’s where required.
* Confirming PO’s with suppliers.
* Chasing Certificates of Analysis (C of A’s).
* Filing of all PO’s in individual company files.
* Tracking orders and their status.
* Liaising with the QC department and testing labs for raw material testing prioritisation.
* Distributing relevant PO paperwork to QC, Warehouse, Accounts.
* Updating the Daily Transfer Sheets (DTS) and Goods Received Sheets (GRS).
* Liaise with the finance department regarding supplier payment priorities.
* Filing all paperwork where required.

**About You**

* Good interpersonal skills.
* Working knowledge of MS Office (especially Excel).
* Experience of Sage Line 200 is essential.
* Experience within a finance or buying office would be highly advantageous.

**About Us**

The Tangerine Group is a privately held company based in Lytham. Within the group are ten limited companies, each operating as stand-alone entities. We specialise in the manufacture and sales of animal health and nutrition products for farm and companion animals, including veterinary and equine products.

We’re passionate about being the best and you should be too!

**Interested?**

Apply online for immediate consideration.