**Operations Administrator | Based in Lytham | £20,000 – £25,000 per annum**

Tangerine Holdings have an exciting opportunity for an experienced administrator to join our busy planning team in Lytham.

**About the role**

Main duties (but not limited to):

* Processing orders in line with company procedures.
* Booking goods in on arrival.
* Speaking with suppliers to track orders and their status.
* Distributing relevant paperwork to the different departments in the company.
* Daily filing of invoices and paperwork.
* General administrative duties.

**About you**

* Strong Interpersonal skills.
* Good IT skills, especially Excel.
* Experience of Sage Line 200.
* Highly organised and able to prioritise tasks.

**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 are passionate about being the best and you should be too!