

PROJECT ADMINISTRATOR

Salary	£21-£23k, dependent on experience
Annual Leave entitlement	25 days (plus 10 bank holidays)
Working hours	Full time
Contract	Permanent contract
Location	Ratho, Edinburgh / Hybrid-working

Closing date for applications: 02/09/2022

Interviews for this role will take place w/c 12/09/22, at our Ratho office.

Please send CV and covering letter to: Humanresources@foodanddrink.scot with the title of the job you are applying for in the subject line.

Prior to any employment commencing with Scotland Food & Drink you will be asked to provide documents to demonstrate your right to work in the UK.

JOB SUMMARY

The UK Market Development (UKMD) team is seeking a motivated, competent individual with strong administration experience, whose role is to provide day-to-day administration and project support. Projects include facilitated 'meet the buyer' events; trade shows; supplier development programmes and regional food groups

WORKING AT SCOTLAND FOOD & DRINK

Scotland Food & Drink is the industry leadership organisation tasked with driving responsible growth for the sector. We are also a membership organisation with over 450 companies at our heart.

Working with us gives you an opportunity to be part of one of the most exciting and innovative industries in Scotland.

Our culture and our people are core to delivering our diverse and collaborative work. We have work/life balance as one of our core values and we have a benefits package offering a pension scheme, 35 days holiday (plus your birthday), enhanced MAT and Paternity benefits, a flexible working policy and a cycle-to-work scheme. As well as opportunities to socialise and attend industry events and dinners.

We believe working with us should be a hugely positive experience, our core values are:

Ambition – we are passionate about making a difference

Collaboration - our impact comes from harnessing the individual strengths of our people and our partners, forging a strong team spirit. We have each other's backs

Respect – we all set the tone, taking personal responsibility for our actions, embracing empathy and generating a world class external reputation

Balance - work is important, life is everything. Success is doing both well

We are also an equal opportunity employer, and we recognise that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive.

ABOUT THE TEAM

The UKMD team is responsible for driving sales opportunities for Scottish food and drink companies across retail, foodservice and wholesale, playing in a pivotal role in the growth of the industry as a whole. It does this in many ways including running supplier development programmes for businesses; running events and initiatives to introduce producers and buyers of Scottish produce; developing and managing relationships with influential customers and delivery trade show participation.

ABOUT THE ROLE

- Coordinating both internal and external meetings including arranging them; managing diaries; circulating agendas; taking & disseminating notes/minutes and reporting
- Supporting processes such as Customer Relationship Management (CRM) data capture, project reporting and finance (such as raising purchase orders)
- Managing the UKMD inbox and other project-specific inboxes as required
- Supporting delivery of events and activities such as creating online registration forms; monitoring, collating and reporting responses; managing payments; managing delegate communications and circulating briefing notes and attendee lists
- Attending external customer meetings as required
- Maintaining the customer relationship management system
- Providing other ad-hoc support as required

ABOUT YOU

- Previous administration experience in a complex organisation, ideally within a team support capacity
- Strong organisational and time-management skills with proven ability to work to a deadline and manage competing priorities
- Good interpersonal skills and a proactive, 'best-in-class' approach to customer service
- High attention to detail
- Good IT skills including familiarity with Microsoft packages and CRM platforms; ability to learn new systems; experience of creating reports and presentations
- Good verbal and written communication skills
- Ability to collaborate with internal teams such as communications and finance to ensure successful delivery
- Engaging and positive individual with a flexible, 'can-do' attitude and commitment to supporting the team for successful delivery
- Interest in and understanding of food and drink sector desirable
- Ability to demonstrate alignment with company values