



Harpers Home Mix Ltd



We are looking for two computer literate, customer focussed people with relevant experience to fill crucial full-time roles in our expanding Animal Feed Manufacturing Company based in Holsworthy.

Full-Time Customer Service Administrator

The right candidate will have responsibility for general office duties including typing and filing, taking and processing sales orders, invoicing for goods on the computer, liaising with customers, meeting visitors and answering the telephone

Full-Time Purchase Ledger Clerk / Customer Service Administrator

The right candidate will have responsibility for assisting with the Purchase Ledger, processing payments and checking invoices when required. S/he will also take and process sales orders, manage and up-date sales contracts and prepare the daily banking procedures.

These positions would suit people with sales office experience and agricultural knowledge. A good telephone manner and a good knowledge of Microsoft Excel and Word is essential.

Closing Date: 24th February 2006

If you think you could fill either of these positions and become part of our busy Customer Services team please apply in writing, clearly stating which post is of interest, with your C.V.
to

Mrs T. Balsdon, Finance Director
Harpers Home Mix Ltd, Dobles Lane Ind Est,
Holsworthy, Devon, EX22 6HL.