

## **PRODUCTION ADMINISTRATOR- Crendon Timber Engineering, Piddlehinton**

**Are you looking for a role that enables you to work in a great team whilst at the same time hold responsibility for your own work load? Are you interested in working for a business that offers great benefits and focuses on the development of its employees?** If yes, then this could be the perfect role for you!

Crendon Timber Engineering Ltd is a leading designer and manufacturer of engineered timber products. Operating from five sites around the UK, its Timber Engineering business designs and manufactures Roof Trusses and Engineered floors.

An exciting opportunity has arisen for a self-motivated, conscientious individual to join the Operations team as a Production Administrator. The role is a busy and diverse role that involves supporting the Operations team with all administration duties, from liaising with the companies transport team, to raising invoices, to submitting monthly reports to the payroll department; no two days will ever be the same!

The successful candidate will be able to juggle multiple tasks and will thrive from working in a busy and fast-paced environment. You will have strong attention to detail and have the ability to prioritise.

The role is Monday to Friday, 8.00am to 5.00pm; a total of 40 hours per week. Crendon Timber Engineering is a flexible employer that would consider applications from those who would prefer to work part time hours- if this is your preference, please state the hours you are looking for when you apply.

Crendon Timber Engineering offers a full suite of benefits including enhanced holiday allowance, a contributory stakeholder pension scheme and a discount and rewards platform. For more details around the benefits on offer please visit [www.crendon.co.uk](http://www.crendon.co.uk)

If the above sounds like it would suit you, we would love to hear from you! Please send your CV alongside a cover letter to [careers@crendon.co.uk](mailto:careers@crendon.co.uk).