



<b>Job Title:</b>	Engineering Office Administrator
<b>Department:</b>	Engineering
<b>Base Location:</b>	Tewkesbury
<b>Hours:</b>	37.5 hours per week
<b>Relationships:</b>	Internal departments & external suppliers
<b>Responsible to:</b>	Engineering Office Coordinator
<b>Responsible for:</b>	None

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## JOB DESCRIPTION

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

### Team Cotteswold:

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

### The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

### Overview:

Reporting to the Engineering Manager you will be required to control Engineering assets through stock counts and registers and provide day to day administrative support as requested.

### Main Duties & Responsibilities:

- Update and control the equipment asset register software
- Administering daily/weekly work requirements

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- Administering contractor documentation
- Documentation and records filing
- Stock control and ordering of maintenance supplies
- Allocation of jobs for Engineers

## **Skills (Essential):**

- Strong IT skills including Microsoft Excel & Word
- Strong organisational skills
- Professional and clear communication skills, both written and verbal
- Experience of delivering customer service
- General knowledge of accounting processes
- Positive attitude possessing high levels of commitment, motivation and flexibility
- The ability to prioritise and work to deadlines
- Work as part of a team

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