

Applications are invited for the position of

Technical Administrator

***Attractive Salary & Benefits, based in Ripon
40 hr per week, Monday to Friday***



Ripon Select Foods Ltd is a successful family-owned business manufacturing dried food ingredients used in many leading branded products. We take pride in our family feel within our business and aim to offer job satisfaction and security. This is an exciting opportunity to join a growing Company that's investing in its' future. We are looking for a dynamic and highly motivated individual to join our Quality team.

About the Role

As a Technical Administrator, you will play a critical role in a number of tasks within the technical team. You will need to have the ability to prioritise your workload, have a fine eye for detail and be a strong communicator both internally and with external customers/auditors.

Key Responsibilities

- Generating and maintaining internal specifications, customer specifications and assisting in the maintenance of the supplier/raw materials records and database.
- Assisting the Technical Manager with the maintenance of the technical systems and procedures relating to BRCGS and other accreditations.
- Carrying out internal audits.
- Conducting traceability exercises (including mass balance) across product ranges.
- Assisting with customer complaints – investigation, logging, responses and monitoring.
- Assisting with external audits, customer visits and other technical tasks when required.

About You

- A science-based qualification or previous experience in a similar role is a plus.
- Self-motivated, able to work both independently and collaboratively as part of a small team.
- Strong IT and administrative skills.
- Good data input and analysis skills.

Benefits include a competitive salary, contributory pension scheme, and generous holiday allowance.

To apply, application packs are available by:

- Download from our website: www.rsf.co.uk
- Email: hr@rsf.co.uk
- Write to: The H&S and HR Manager, Ripon Select Foods Limited, Dallamires Way North, Ripon, North Yorkshire, HG4 1TL