



Lacpatrick Dairies (NI) Ltd requires a

## **Maintenance Administrator**

To join their team in Coleraine

Duties will include:

- Inputting ppm information onto system
- Filing and organising data
- Sourcing parts, obtaining prices, getting confirmation of quotes etc, ensuring invoices are accurate
- Inputting and receipting in data re invoices onto the EPS system – Epicor
- Stock Control
- Ad hoc project work which might include store re-organisation, calculation of KPIs etc
- Other duties as required

Essential Criteria:

- GCSE English and Maths
- Competent in excel and office-based applications
- High level of accuracy in work
- Used to working in production type environment
- “Hands on” as work may involve working in stores environment at times.

**Closing date: 5pm on Friday 16<sup>th</sup> February 2018**

***The company welcomes applicants from all sections of the community.***