

Applications are invited for the position of

# Technical Administrator

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



Established in 1974, Ripon Select Foods Ltd is a successful family-owned business manufacturing dried food ingredients used in many leading branded products. We aim to offer job satisfaction and security. We are looking for a dynamic and highly motivated individual to join our Quality team.

## About the Role

Following comprehensive training, your role will involve:

- Generation and maintenance of 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.
- Carrying out traceability exercises (including mass balance).
- Assisting with customer complaints – investigation, logging, responses and monitoring.
- Assisting with external audits, customer visits and other technical tasks when required.

## About You

- Experience and knowledge within a technical position within food manufacturing.
- Strong administrative skills.
- Strong IT skills
- Good data input and analysis skills.
- Excellent attention to detail.
- Good communication skills.
- Able to work as part of a small team.

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

To apply, application packs are available by:

- Download from our website: [www.rsf.co.uk](http://www.rsf.co.uk)
- Email: [ingredients@rsf.co.uk](mailto:ingredients@rsf.co.uk)
- Write to: The H&S and HR Manager, Ripon Select Foods Limited, Dallamires Way North, Ripon, North Yorkshire, HG4 1TL

No closing date.