

Sales Clerk

Working closely with customers and colleagues, your role will be to process sales orders accurately and efficiently, ensuring their smooth flow through our system from receipt to agreed, on-time delivery, together with other ad hoc office duties.

We operate a bespoke Order Processing system which is fully integrated with Stock Control, Production and Quality Control.

Polite and courteous with a good telephone manner, you must possess a minimum of 5 good GCSE's (or equivalent) including Maths and English, and be able to demonstrate a high degree of numeracy and literacy, as well as a thorough working knowledge of Microsoft Excel and Word, and Accounting system skills.

Benefits include contributory pension scheme and generous holiday allowance.

Application packs are available by:

- **Download from website:** www.rsf.co.uk
- **Email:** ingredients@rsf.co.uk
- **Telephone:** 01765 601711
- **Write to:** Ripon Select Foods Ltd,
Dallamires Way North, Ripon,
North Yorkshire, HG4 1TL.



Closing date for applications: Friday 3/2/2012.