

Job Specification Sheet



Job title	<i>Administrator</i>
Reports to	<i>Human Resources Manager</i>

Job purpose

To assist the HR Manager to carry out office activities, working with teams across all company sites.

To be one of the administrative focal points and initial points of contact for all internal and external stakeholders.

Duties and responsibilities

Under direction of the HR Manager:

- To answer telephone calls, respond to/pass on email/mail communications, and greet contractors and visitors to the company.
- Ensure effective communication across all functions of the company, including maintenance, farms processing and the wider Mowi group.
- Carry out data input onto fish farming databases/applications and produce reports.
- Raise purchase orders and liaise with Mowi on finance matters.
- Monitoring stocks levels of stationery, cleaning equipment, ice, and key farm items in co-ordination with farms staff.
- Assist HR Manager with personnel admin and staff accommodation matters.