



Arjowiggins Chartham Mill Ltd Supply Chain Assistant Opportunity

Arjowiggins Chartham Mill is part of a larger Paper Manufacturing Company based in the village of Chartham just outside Canterbury. Our translucent paper products have been made on this site since 1938 and are used for many applications worldwide. We are pleased to announce that we are entering an exciting phase of Company development. We are actively promoting our capability to produce recyclable and environmentally friendly paper products for new applications in a variety of markets.

To support our accredited Quality, Safety and Environmental manufacturing process, we have an opportunity in our Supply Chain Department.

Supply Chain Assistant

We are looking for either:

- Someone who has either an established knowledge and experience preferably in a Manufacturing environment
- or
- A school leaver/Graduate who is keen to learn about and operate within the roles within a Supply Chain team.

We are a small team so a willingness to learn and cover roles in Customer services, Transport and Purchasing would be a benefit.

The role requires the successful candidate to be trustworthy, confidential, self-motivated, flexible and have the integrity required for the position. Excellent communication skills are a requirement for this role as well as the ability to plan and organise.

Educated to at least GCSE level or equivalent you will have the knowledge, skill, attitude and ability to be able to easily take on the responsibility required for this role. Applicants should have excellent IT skills. This role would be suitable for someone willing to enter at a lower level with the drive to succeed and grow within the business.

Essential Skills:

- Office 365.
- Data Input
- Able to plan organise and communicate verbally and in writing.
- Confidence to communicate with customers and internal employees at all levels.



- Problem Solving
- Dealing with both internal and external customers.
- Knowledge IT systems and Process. (JDE)

Desirable Skills

Languages:

German,
French
Spanish
Italian

- Knowledge and experience of Transport and Shipping
- Knowledge and experience of Customer Services
- Knowledge and experience of Purchasing

Essential Attributes

- Good communications
- Professional approach to telephone and e-mail communications.
- Dealing with both internal and external customers.
- Team player with flexibility.
- Positive attitude
- Ability to work in a multi- disciplined team.

This is a full-time position. The working days will be Monday to Friday with starting hours and salary depending on experience and discussed at interview.

- 7% Non -Contributory Pension
- 25 Holidays + 8 Bank Holidays
- Life insurance
- Discretionary Bonus Scheme
- Health & Safety Training and job-related training provided.
- Keen to promote and support self-development within the role.

If you feel you would be a great addition to the team and think you may have the necessary skills to be successful in this post, then please apply by including your CV by 12th May 2021.

CharthamHR@arjowiggins.com

Or send CV to

Human Resources Department
Arjowiggins Chartham Ltd
Station Road, Chartham
Canterbury CT4 7JA