



Technical Assistant/Administrator (Part time)

REPORTING TO: Whisky Analyst

DEPARTMENT: Whisky Operations

LOCATION: The Lakes Distillery, CA13 9SG

We are currently looking for a Technical Assistant/Administrator to support our Whisky Operations team. The ideal candidate will be someone with a proactive mind, excellent communication skills (both written and verbal) and willingness to learning new skills.

The role is part time, working 20 hours per week. Salary - £10.66 per hour.

Key Responsibilities:

- Co-ordination of lab analysis for all products including export certificates
- Organisation and booking of hauliers for internal and external movements for spirit (duty suspended and duty paid) and dry goods, using the Excise Movement and Control System (EMCS) where appropriate
- Raw material ordering & forecasting to meet the requirements of the Distillery production schedule
- Consumables ordering & forecasting to meet the requirements of Distillery & Warehouse schedules
- Purchase order creation and follow up with external suppliers
- Completion of HMRC duty payments (W5D) and record keeping
- Sample preparation (label creation and traceability logging) and dispatch
- Data inputting and processing
- Assisting with the Whisky Studio sample set up and logging
- Archive room organisation and record keeping
- Assisting with the completion of HMRC compliance paperwork

Skills, Experience, and Attributes:

- Excellent organisation skills with the ability to prioritise and adhere to deadlines
- High attention to detail, especially in relation to paperwork processing and record keeping
- Highly proficient in Microsoft Excel, Word, and Power Point Presentation
- Knowledge and experience in the relevant areas of H&S legislation, HMRC, Environmental Compliance and Food Safety standards would be preferable
- Problem solving skills
- Ability to cope with change in a rapidly growing business
- Desire for continuous improvement and a passion for innovation
- Flexibility around working hours
- Full, clean driving licence
- Candidates must have the Right to work in the UK

Closing date for applications: 12 August 2022