



Excellent Opportunity at our Site in Kent

S&A Group is the UK's largest independent strawberry grower. The Group, which also has berry growing operations overseas and grows early UK asparagus, uses modern and innovative growing techniques to drive and support its thriving year round soft fruit import business. Our principal customers include the major multiple food retailers.

We are excited to offer the opportunity for the following full-time fixed term vacancy within our site in Kent:

Seasonal Workers Liaison Officer (SLO)

The main purpose for the role is to be responsible for the reception and administration of all Agricultural Workers and ensure their welfare and social wellbeing.

The main responsibilities are:

- To ensure that all new arrivals receive induction and are informed in their own language of conditions of employment, company policies and procedure and campsite rules
- To ensure that Agricultural Workers files are completed and handed over to HR department
- To keep database and all required spreadsheets and other documents updated and forwarded to relevant departments
- To assist Workers with National Insurance applications and opening bank accounts
- To organize visits to the dentist and doctors liaising with Campsite and Office departments to arrange transport
- To deal with enquiries from residents and solve problems
- To report maintenance problems of accommodation units and amenity/office buildings belonging to the campsite in time
- To ensure self compliance to all Company and Statutory Rules, Policies and Procedures
- To assist Managers and Staff from different Departments with translation and related administrative tasks

The ideal candidate will have

- Excellent spoken and written English communications skills;
- Excellent Bulgarian communication skills
- Ability to communicate in other European Languages (ideally Romanian) but not essential
- Ability to work in a team and ready to assist
- Ability to work with computer systems including Windows and Microsoft Office
- Previous experience of working in administration and with confidential documents

The contract type for this vacancy is Fixed-Term (Immediate start – July 2021)

A full Job Description and Person Specification are available upon request.

Please apply to Jo Kennedy, Group HR & Recruitment Manager or Agniete Dada, HR Officer by e-mail to vacancies@sagroup.co.uk

The closing date for applications is 31st January 2020.

S&A Group is an Equal Opportunities Employer



GLOBALG.A.P.



Strategic member
Herefordshire
& Worcestershire
Chamber of Commerce



INVESTORS
IN PEOPLE