



JOB VACANCY

Product & Innovation Administrator

12-month fixed term contract

About Us

At Radnor Hills, we've been crafting award-winning soft drinks for over 35 years using pure spring water sourced just metres from our site. From bottled and canned drinks to TetraPak products, we proudly supply schools, shops, and supermarkets across the UK.

The Role

As our team continues to grow, we are looking for a motivated and creative individual to join our Product & Innovation department on a **12-month fixed term contract**. You will play an essential role in ensuring the department runs efficiently by managing day to day documentation, communication, and project coordination.

If you're organised with strong attention to detail and looking for a new challenge, this could be the opportunity for you.

What You'll Be Doing

- Coordinate daily administrative activities to support the product development team.
- Assist with scheduling meetings, maintaining project calendars, and tracking key milestones.
- Prepare meeting agendas, take minutes, and ensure timely follow-up on action items.
- Help manage the flow of product information, documentation, and updates between internal teams and external partners.
- Maintain accurate and up-to-date records of product specifications, samples, and test results.
- Assist in version control and documentation for design files, product changes, and approval processes.
- Manage product databases, shared drives, and project management tools.
- Act as the main point of contact between the product development team and other departments (e.g., marketing, supply chain, design, quality assurance).
- Coordinate with suppliers and vendors for sample tracking, timelines, and approvals.
- General administrative support to the sales team.

What We're Looking For

- Previous office/administration experience.
- Professional and effective communication skills, both written and verbal.
- Excellent customer service.
- Strong IT skills and proficient in Microsoft Office especially Excel and Word
- Attention to detail and accuracy in data entry and record keeping.



Location: Heartsease, Knighton

Salary: £26,436.00

Hours: Monday to Friday, 40 hours per week. **12-month fixed term contract**

Why Join Us?

At Radnor, you'll be part of a supportive, hardworking team in a growing company with an exciting future. Your role will have real impact—helping deliver quality products enjoyed across the country every day. Alongside your hourly rate employees at Radnor Hills also benefit from:

- Employee Benefits and Rewards access
- Refer a friend scheme
- Company Events
- EAP and access to a wellbeing portal
- Pension scheme
- Discounted Radnor Hills products
- Long service awards
- Training and development opportunities

If you have what it takes to join our team, we'd love to hear from you! If you wish to apply, please send your current CV and covering letter stating your salary expectations to jobs@radnorhills.co.uk