



## Laboratory Administrator

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Ornua is a dairy co-operative which sells dairy products on behalf of its Member Co-operatives, Ireland's dairy processors and, in turn, Irish dairy farmers. It is Ireland's largest exporter of Irish dairy products, exporting to 110 countries worldwide. Headquartered in Dublin, it has annualised sales of over €2.3 billion and a global team of 2,400 employees. Ornua operates from 10 business units worldwide, including 13 production facilities, and has sales and marketing teams working in-market across all four corners of the globe.

The business is structured across two core platforms: Ornua Foods and Ornua Ingredients.

Ornua owns the iconic Kerrygold brand, as well as the Pilgrims Choice, Dubliner, Forto and BEO Milk Powder brands. Ornua supplies superior quality dairy ingredients to leading global food manufacturers from some of the world's most technically advanced manufacturing and prepacking facilities located in Africa, Ireland, Germany, Saudi Arabia, Spain, the UK and the US.

At Ornua, we **Grow Together** by investing in the development of our people and providing great people leadership for all. We **Achieve Together** through valuing collaboration, innovation, and diversity and by empowering our people to make decisions. We **Belong Together** by staying true to our co-operative roots, valuing each other's individual differences, and remaining humble in our interactions with each other and our customer.

### Diversity & Belonging

To foster a culture of equality at Ornua where everyone can bring their whole selves to work.

#### Location

The position is based in Ornua's Innovation Centre, Moorepark, Fermoy.

In 2021 Ornua are rolling out new Kerrygold specifications to our Member Co-Operatives on the optimum quality of Irish Kerrygold Butter. To support our Member Co-Operatives in this the Innovation Centre is undertaking a year long process of evaluation and examination of the butter produced and assisting the butter maker in optimising their processing conditions.

### Contact Length

Starting as soon as possible until end of the year 2021.

### Key Areas of Responsibility:

- The Laboratory Administrator will be responsible for the daily receipt of butter samples into the Innovation Centre, giving each sample a unique reference number and ensuring all sample details are recorded.
- Communicating with the relevant butter/laboratory personnel in the manufacturing site to co-ordinate and optimise the delivery of butter samples.

- Creating and planning a testing schedule for the butter samples
- Butter Analysis including the following laboratory tests – Butter colour, butter hardness, butterfat crystallisation, butterfat solid fat content

Result recording, analysis and dissemination to the relevant person will be a key element of the role.

**Key Requirements and Competencies:**

- A detailed approach to task completion with a high degree of accuracy.
- IT literate with strong Excel and Email skills.
- Flexibility to doing a mix of desk work and laboratory work.
- Effective communication, interpersonal, organisational, and administrative skills.
- A laboratory skills-based qualification.
- Ability to work in partnership with Technical department, other Internal Stakeholders, Co-op Members to achieve a mutually successful outcome.
- Works in collaboration with the innovation team to deliver team goals.
- Take pride in our company and products and deliver excellence in terms of our service and products.
- Takes ownership and look for solutions.
- Learn and understand the role of seasonality and butter production on our Kerrygold Butter.
- **WORKING TOGETHER:** Builds and maintains good relationships with team members.
- **COMMUNICATIVE:** Communicates confidently, adapting style for different situations
- **OWNERSHIP:** Takes responsibility for and pride in delivering quality and results; is tenacious.
- **CUSTOMER FOCUS:** Pays attention to customer satisfaction levels and builds good relationships.

**SELECTION PROCESS**

Please send your CV to [james.ducey@ornua.com](mailto:james.ducey@ornua.com)

Closing Date: 12<sup>th</sup> February 2021

We are an inclusive employer and welcome applications from people of all backgrounds and abilities. Please let us know if you require reasonable accommodation for the interview process and we will do our utmost to accommodate you.