

Job Title: New Product Development Assistant (NPD) - Advanced Business Admin Apprentice

Salary: £19,000 - Increasing to £22,000 in Year 2.

Location: Newark & Spalding

Ways of Working: Site-based

Hours of work: Monday to Friday 8.30am to 5pm. Total hours per week: 37.5

Contract Type: FTC with a guaranteed role on successful completion of the apprenticeship

Start Date: Tuesday 1st September 2026

Assessment Dates: April 2026

Why Greencore?

Following the combination with Bakkavor in January 2026, we're one of the UK's leading creators of convenience food, driven by a simple purpose: to make every day taste better.

As a vibrant and fast-moving business, we're proud to employ over 28,000 talented colleagues across 36 manufacturing sites and 21 distribution depots in the UK and the US. Together, we bring delicious food to life. Our products cover every meal occasion from breakfast through to dinner and dessert, with lunch and snacking in between. In FY25, our shared passion helped us achieve combined revenues of approximately £4bn.

Our extensive direct to store (DTS) network, with 17 depots across the UK, allows us to deliver fresh and frozen food both our own and from trusted partners to thousands of stores every day, ensuring consumers enjoy the very best, whenever and wherever they shop.

Within our product development function we have Development assistants who support the chef and development team. Our development assistants contribute significantly to the efficiency of our development function. In addition to the usual admin jobs and skills you will have the opportunity to get involved in product tasting, collating samples from our factories, booking couriers and liaising with the teams to ensure our customers get what they need when they need it. In an ideal world we are looking for someone with a strong interest in food. You do not need to have done any food tech type qualifications but a passion for food would be advantageous. The variety, flexibility and responsiveness required by the role will allow the apprentice to develop a wide range of skills.

What you'll be doing

Expected Duration: 2 Years

Apprenticeship Level: Advanced Level 3 - Business Administrator

[Business administrator / Institute for Apprenticeships and Technical Education](#)

Training Provider: MBKB Group

This is a 2-year programme, during which time you will undertake the Level 3 Advanced Business Administrator standard.

You will also take part in a soft skills development programme.

At the end of your programme, if you have successfully completed your apprenticeship and achieved the performance targets we have set for you, you are guaranteed a permanent role with us in Product Development.

What to expect

You will have a real job from day one and make a genuine contribution to the business.

- Essentially, the responsibilities of the role are to support and engage with specific parts of the organisation and interact with internal and/or external customers, with a focus on adding value, but the real flavour of the job will come from the team you are working with
- In this role, working as an NPD Assistant, you will be working with our Development Team!
- You will communicate with multiple teams across the business, support customer visits, and complete administrative tasks to support all aspects of the product development cycle.
- You will be expected to undertake the role efficiently and with integrity – showing a positive attitude. The role involves demonstrating effective communication skills (both written and verbal) and adopting a proactive approach to developing skills.
- The business administrator is also expected to show initiative, managing priorities and own time, problem-solving and decision-making skills.

What we're looking for

We're looking for well-organised individuals with strong communication and problem-solving skills. We really want you to have a passion for food. You'll have excellent attention to detail, feel confident with decision-making and comfortable working collaboratively as part of a team. Patience, initiative, and a proactive attitude are also important.

With regards to requirements, you must have full right to work within the U.K., have been a U.K. resident for over the past 3-years & the age requirement is 18+

For qualifications you must hold the following:

- GCSE or equivalent English and maths + three others (Grade 9 – 4 or A*- C) essential
- Microsoft computer skills in word, excel and PowerPoint would be advantageous
- At Greencore we put our people at the core. We celebrate their differences and help everyone to be themselves at work. Together we make every day taste better.

If this sounds like you, join us and grow with Greencore, and be a part of driving our future success.

Throughout your time at Greencore, you will be supported with on the job training and development opportunities to further your career.

What's next?

Applications are due to close on **15th March 2026**, however if there are high volumes of applications, we may close early.

Upon successful application review you will be invited to face to face assessment will take place at one of our Bakkavor sites, April 2026.

Induction and enrolment for this role and the apprenticeship will take place in August and September 2026.