

Job Title:	Distribution Co-Ordinator		
Department/ Group:	OMEX Agriculture Ltd.		
Location:	Lincolnshire		
Level/ Salary Range:	Enquire within	Position Type:	Permanent
HR Contact:	Ally Edwards	Date posted:	16 <sup>th</sup> September 2020
<b>Applications Accepted By:</b>			
E-mail: <a href="mailto:careers@omex.com">careers@omex.com</a> For the attention of: Ally Edwards		Closing date: 25 <sup>th</sup> September 2020 Interviews scheduled: week commencing 28 <sup>th</sup> September 2020	
<b>Job Profile</b>			

**Role:**

This role requires a self-motivated and enthusiastic team player to coordinate the efficient distribution of raw material and products for UK production & distribution sites.

The objective of the role is to support the Head of Distribution in achieving maximum efficiency, ensuring that all UK sites have the right materials in the right place at the right time and that customers receive goods to their satisfaction.

**General Duties**

- To complete all relevant paperwork to support the distribution process.
- To ensure electronic systems data and reports are up to date.
- To ensure customer focus is the top priority.
- To ensure products are delivered efficiently to customers.

**Specific Duties:**

- Successfully manage the company's 3<sup>rd</sup> party haulage partners, ensuring maximum efficiency.
- Manage the relationship with 3<sup>rd</sup> party contractors, including occasional site visits.
- Work with the team to ensure all customer delivery requests are met on time & in full.
- Maintain detailed records of stock levels to maintain the supply of goods.
- Ensuring continuous improvement of customer service performance.
- Keeping up to date service and maintenance records for the company's road tanker fleet.
- Operate to a standard way of working to ensure consistency through the distribution process.

**Personal requirements:**

- Broad understanding of the fertiliser industry.
- Knowledge of weighbridge processes & procedures.
- UK geographical logistics knowledge (preferred)
- Attention to detail with mathematical and clerical accuracy required.
- Excellent communicator at all levels of business, with a professional telephone manner.

- Highly self-motivated and enthusiastic, with an ability to work flexibly and prioritise workload.
- A proactive approach and a 'can do' attitude, with the ability to work without supervision.
- Ability to work under pressure during busy seasonal work periods.
- Team player capable of working with various stakeholders, both internal & external.
- Computer literate and able to use Microsoft software including Excel.
- Experience of Microsoft Navision Dynamics (NAV) and the agricultural industry would be advantageous.
- Full, Clean UK driving Licence, as there may be some inter-site travel

The standard working hours are 7.30am to 5.00pm Monday to Friday. Extra hours and weekend work will be expected during busy peak production times.

**Benefits:**

Excellent remuneration package, including a Contributory Pension Scheme and a contributory health care scheme,