

Job Title:	Site Supervisor		
Department/ Group:	OMEX Agriculture Ltd.		
Location:	Ipswich, Suffolk		
Level/ Salary Range:	Enquire within	Position Type:	Permanent
HR Contact:	Ally Edwards	Date posted:	24 th November 2021
Applications Accepted By:			
E-mail: careers@omex.com		Closing date: 21 st January 2022	
For the attention of: Ally Edwards		Interviews scheduled: ASAP	
Job Profile			
<p><u>The Company</u></p> <p>OMEX is the market leader in liquid fertilisers in the UK who manufacture and export a unique range of plant nutrients and crop health promoters, nationally & internationally</p> <p><u>Role & Responsibilities</u></p> <p>We are looking for a self-motivated, enthusiastic and disciplined team leader to guide the team in the safe, efficient and reliable operation of our Ipswich site. The objective of the role is to support the storage, blending, tanker loading and Shipping activities on site, with focus on safety, quality and customer service.</p> <p>Success in the role relies on flexibility and a willingness to alter working patterns at short notice.</p> <p><u>Core functions</u></p> <ul style="list-style-type: none"> • Liaison with the Site Manager for planning purposes of a Daily, Weekly, Monthly and Annual scale to ensure timely maintenance, repair and cleaning of all equipment/plant as required • Ensuring all work is carried out safely, using risk assessment and safe systems of work. • Assisting Manager in allocating resource to react to work on priorities and production demand. • Acting as “Loading Master” for vessel operations ensuring all operational and regulatory requirements are observed. 			

- Ensuring completion of routine inspections on site and monitoring compliance to processes.
- Recording, monitoring and reporting stock levels, including calculations.
- Driving team discipline to ensure high quality and compliance to procedures.
- Assist Manager in establishing a strong team, monitoring team competence, communicating effectively and maintaining high morale.
- Assist in compiling and maintaining detailed, accurate records of production activities.
- Maintaining security of the site, emergency response procedures and site readiness.
- Monitoring of staff performance and assisting Manager with implementation of the Company discipline & appraisal processes.
- Standing in for Manager during Holidays, sickness etc

Personal requirements

- Good communication skills.
- Self-motivated team member and leader, whilst being able to work individually.
- Basic computer skills, preferably with knowledge of Excel and Word
- Ability to follow procedures & attention to detail and also to devise and implement new procedures to cope with changing activities and regulations.
- Experience of operations at the Ship/Shore interface would be a distinct advantage, but training will be given
- Ability to work under pressure during busy seasonal work periods.
- Full UK Driving License.
- Good literacy & numeracy.

Job Requirements

Experience of compliance to safety, environmental and quality management systems is an advantage, along with a good understanding of best practice within the liquid storage industry.

The site receives shipments by sea; the successful candidate must be capable of flexibility during these operations and be prepared to change hours at short notice to suit shipping timings.

Standard hours are 45 hours per week (nominally 07.30am -17.00pm). Weekend working and extended hours during our busy periods and Shipping operations will be expected.

Benefits:

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