

Role Description & Person Profile

Role	
Job title	Logistics Support Co-ordinator - Vivergo
Division	UK Mono
Department	Supply Chain
Location	Homebased with occasional travel to Peterborough
Team Structure Reports to, direct reports, etc.	Logistics Manager No direct reports

Description	
<p>Impact Statement The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role.</p>	<p>Work within the logistics team to provide a cost effective planning and transport operation solution for Trident business unit (part of AB Connect) This will facilitate the efficient manufacture of blends and supply of products to customers. The post-holder will work in conjunction with the logistics team and with other stake holders to ensure efficient purchase contract Management, and build relationships with blend plants, hauliers and suppliers to enhance stock control optimisation</p>
<p>Role Objectives The key responsibilities and key accountabilities of role. (5 to 10 areas)</p>	<ul style="list-style-type: none"> • Liaise with factories & stores for stock clearance and site management • Ensure efficient liaison and communication with suppliers to lead to efficiency savings, making call offs and fixings in a timely manner and ensure all documentation is complete and movements are entered onto the business computer systems in a timely manner • Work closely with hauliers to manage volumes and changes of availability at short notice, and changing delivery slots in timely manner • Utilising our new Transport Management System (TMS), liaise with logistics and hauliers to ensure products are delivered efficiently and on time • Manufacturing sites and storage facilities are cleared within the specific time frames

	<ul style="list-style-type: none"> • Help with administration of business computer systems including Raw Material consumptions, transfers, transformations • Create plans and take ownership of stocks between external storage and the supplier • Administer contract washouts, and purchase contract balances. • Administer, purchase and call-off of raw materials as required in liaison with the relevant Trader • Provide cover for other logistics / blend planning for holidays and sickness • Any other duties considered appropriate for the role.
<p>Key Stakeholders What are the challenges of the relationships, communication strategies required, etc</p>	<p>Blends/Dry Feed Product Managers, KW, Logistics team, , Customer Support, Third Party Raw Material Suppliers and Hauliers</p>
<p>Scope Depth, breath of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility.</p>	<ul style="list-style-type: none"> • Previous experience and awareness of transport planning with 3rd party hauliers • Able to work independently and as part of a team. • Able to effectively build relationships to garner collaboration from internal, external influencers • Ability to work to deadlines and to react to daily issues within the fast moving haulage network • Knowledge of UK haulage industry, and/or the agricultural market • Ability to work in a pressured environment and multitask between different products and hauliers as necessary
<p>Person Profile</p>	<p>Essential or Desirable</p>
<p>Knowledge Consider number of years' experience, any formal qualifications genuinely</p>	<ul style="list-style-type: none"> • Good knowledge of business computer systems and Excel spreadsheet skills • Work accurately to the required deadlines <p>E E</p>

<p>necessary or any key areas of knowledge.</p>	<ul style="list-style-type: none"> • Awareness of blend plant manufacture and raw materials, and hauliers • Analytical skills to determine excellent performance. • Good communication and telephone skills. • The ability to negotiate • A strong desire to succeed • Ability to build effective relationships with suppliers and internal stakeholders 	<p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>
<p>Winning Ways (How someone works)</p>	<p>Responsible – own it</p> <ul style="list-style-type: none"> • Prioritise animal welfare and the safety of our people, partners and customers • Do what you say you were going to do • Own your decisions and mistakes with honesty and respect • Take responsibility for your own progression <p>Inquisitive – ask more</p> <ul style="list-style-type: none"> • Challenge the normal and don't accept the status quo • Learn from all parts of the business • Be innovative, make suggestions on processes, systems and products <p>Inclusive – talk more</p> <ul style="list-style-type: none"> • Value the contribution of everyone irrespective of role • Take a one team approach • Listen and share ideas even if not your 'day job' <p>Brave – push the boundaries</p> <ul style="list-style-type: none"> • Challenge decisions/behaviour and yourself to do better • Be respectful in your approach 	
<p>Other Factors Travel, shiftworking, HGV Licence, etc.</p>	<ul style="list-style-type: none"> • Occasional travel to UK sites or haulier offices , with potential for monthly visit to supplier site at Hull • Occasional need for 'out of hours' working 	