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| **Role** |  |
| **Job title** | Procurement Support Controller |
| **Division / Dept** | ABN UK Monogastric |
| **Location** | Peterborough & Hybrid Working (2 days in the office / 3 days from home) |
| **Team Structure**  Reports to, direct reports, etc**.** | Reports to Raw Material Manager |
| **Description** |  |
| **Impact Statement**  Main purpose, focus of the role. | This is a key role within the AB Agri Mono Raw Material Procurement Department and contributes to company success and profitability.  This role will sit in on one of the four sub-teams that make up the procurement department, the “Procurement Support Team.”  The purpose of this role is to work closely with the purchasing team of Raw Material Managers, the formulation team, technical team and our commercial sales function in a broad range of tasks, predominantly around pricing activity and supporting associated tasks.  This role would suit a candidate with a genuine interest in procurement and future aspirations of progression. Training will be provided with lots of opportunities for future development and learning. |
| **Role Objectives**  The key responsibilities and key accountabilities of role. (5 to 10 areas) | * To produce timely and accurate customer pricing and feed sales quotations in line with business deadlines. * To monitor and keep abreast of current key market drivers and commodity price volatility and to be able to clearly and confidently discuss this with key stakeholders. * Generate and issue daily replacement diet sales prices and maintain central pricing database with team. Working with buyers and key suppliers to ascertain and understand prices. * Using business forward sales forecast and working closely with our formulation team to ensure the relevance of feed formulations used for completing work. * To accurately produce financial customer book reconciliations in the timescales required * Processing of feed sales contract confirmations, checking that prices are still appropriate and accurate, coordinating with the commercial team and purchasing teams in a timely manner. * Working as part of a team ensuring that incoming contract confirmations and other relevant contract administration is being actioned/processed at all times. * Coordinate with colleagues the monitoring of purchase performance and traded data range by maintaining a database of market prices * Input of raw material purchase contracts and raw material sales allocations onto ERP system as required. * Opportunities to regularly take part in, contribute to, and lead parts or maybe even all of a project. * To gain a broad understanding of procurement support function tasks to ensure team members are cross trained and able to cover in a wide range and variety of these tasks. |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required, etc | This is a role with a broad range of key stakeholders. This will include a range of colleagues across the department and business, including working closely with managers, senior managers and directors.  The role will require cross functional exposure outside of the procurement department and will be heavily aligned to our commercial function as well as commercial administration support and colleagues in technical.  The role will also require interaction and contact with suppliers and occasionally customers. |

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| **Person Profile** |  | **Essential or**  **Desirable** |
| **Qualifications/**  **Experience:** | Degree Qualified  Experience and understanding of commodity markets or willing to learn.  Commercial awareness  An aptitude and ability to interpret and challenge figures.  Highly numerate with strong attention to detail  Previous experience of customer or supplier relationships  Ability to understand and not just administer business processes.  Proficient in using Microsoft products (Word, Excel, PowerPoint etc.) is essential. Microsoft AX and Citrix products experience is desirable.  Desire to gain industry qualifications (CIPS – Chartered Institute of Procurement and Supply) | D  D  D  E  E  D  E  D  D |
| **Key behaviours:** | Desire to succeed in a fast paced procurement and commercial environment  Strong focus on excellence at speed, teamwork and workload prioritisation  Decision making capability  Must have good communication skills  High attention to detail  Happy to challenge the status quo and suggest new and more efficient ways of working | E  E  E  E  E  E |