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| **Role Description** |  |
| **Job title:** | Import & Raw material controller |
| **Reports to:** | Raw Material Manager |
| **Location:** | Rugeley |
| **Direct & Indirect Reports:** | None |
| **Overall, Purpose:** | This role is at the heart of ensuring Premier Nutrition can deliver our products for our customers, in ensuring supply of raw materials both from the UK and imported.    As well as managing a dynamic and fast-moving raw material supply and import process you will have the opportunity to define new processes and ways of working to ensure continuity of production.    You will communicate effectively across the business and build great relationships with Suppliers, Customs brokers and Hauliers to ensure supply and delivery of raw materials.    Working within the Procurement team you will have the opportunity to grow and develop your Import & Procurement skills. |
| **Key Responsibilities:** | * Review all provided documentation for each import material requiring customs clearance ensuring details are correct. * Generate accurate and detailed Import Instructions and efficiently record/evidence each transaction, to adhere to authorised economic operator (AEO) requirements. * Build and maintain strong relationships with external stakeholders including suppliers, customs brokers, and Hauliers to ensure smooth process, and delivery schedules. * Material requirements planning (MRP): ordering all materials necessary for our manufacturing process. * Raising of Purchase Orders, and excellent management of documentation and housekeeping responsibilities. * Manage 3rd party warehousing to ensure they provide accurate & timely feedback on all deliveries. * Management of Procurement, Warehousing & Supplier Performance Key Performance Indicators (KPI’s) * Work closely with our Nutritionists to understand any requirements for new materials.   Key stakeholders:  Internal: Procurement, Operations, Finance, Technical & Quality    External: Suppliers, Customs Brokers, Hauliers, Forwarders, Shipping Lines |
| **Budget Responsibility:** | None |

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| **Person Profile/Knowledge**  Experience, any formal qualifications and necessary keys areas of knowledge or experience. | | |
| **Essential** | | **Desirable** |
| * Excellent analytical and problem-solving skills. * High level of accuracy and attention to detail * Excellent communication skills * Good working knowledge of MS Office * Experience using Import systems * & MRP/ERP systems. * Previous planning/procurement experience * Working knowledge of Brexit implications and import rules / procedures and documentation. * Capable of defining new processes as well as identifying ineffective processes and take action to change and embed new ways of working at pace. | | * Experience of stock management * Experience of managing import requirements * Supplier management experience. * Studying towards or willingness to start CIPS and IOE Qualification. * In depth knowledge of AEO status requirements * Experience of improving existing process, developing new ways of working and embedding these changes into the day to day. * Understanding of animal nutrition * Knowledge of Import documentation/Incoterms etc * Customs and international VAT experience * Knowledge of Preferential Trade and Origin * Build effective networks and relationships with internal and external stakeholders. * Customs and international VAT experience * Some commercial and customer facing experience. |
| **Key Behaviours** | * An advocate and leading example for our Premier Nutrition behaviours * Responds positively to changing business priorities. * Build effective networks and relationships with internal and external stakeholders. * Champions change and ability to influence others. * Resilient with an ability to manage ambiguity and prioritise workload. * Good sense of judgement and decision-making skills * Able to work under own initiative. * Curious to learn, improve and adapt. * High level of accuracy and attention to detail * Capable of defining new processes as well as identifying ineffective processes and take action to change and embed new ways of working at pace. * Responds positively to changing business priorities. * Strong communicator across several platforms * Good working knowledge of the Microsoft packages * Be able to perform in a demanding working environment * Ability to interact successfully across cultures. * Good sense of judgement and decision-making skills * A well organised person who is confident with business administration skills * Curious to learn, improve and adapt. | |
| **Other Factors**  Trave, shift pattern, working hours, Licence type etc. | Some UK travel required to between sites or to suppliers. | |