**Role Description & Person Profile**

|  |  |
| --- | --- |
| **Job Title** | Product Coordinator – Blends |
| **Business** | Operations Support Manager |
| **Location** | UK, Hybrid role between Sherburn, Peterborough and Home working |
| **Job Level** | 6 |
| **Team Structure**Reports to and direct reports | No direct reports |
| **Budget Responsibility** | N/A |

|  |  |
| --- | --- |
| **Role Overview**Impact Statement  | The Product Coordinator – Blends plays a vital support role within the Product, Procurement and Logistics function, working specifically on the Blends product portfolio for AB Dairy. The role provides day-to-day coordination support to the Blends Product Manager, Product Specialists and Logistics Coordinator and ensures product data, stock administration, and internal processes are accurate and aligned with business priorities. This role ensures the effective and efficient coordination of dairy. based Blends products across procurement, logistics, and internal systems. By maintaining structured, accurate product and stock management processes, the coordinator enables operational effectiveness and supports strategic product delivery goals |
| **Key Responsibilities** | * Coordinate the full lifecycle of Blends products from onboarding to system maintenance, ensuring product data is accurate and up to date including but not limited to keying of sales and purchase contracts, contract management, repositions, contract amendments, planning of delivery and collections, amending delivery and collections ensuring a high level or service is provided at all times.
* Support the Blends Product Managers and lead in implementing and monitoring category plans and product strategies.
* Work closely with Procurement and Logistics teams to track supply, manage lead times, and ensure product availability.
* Administer and monitor stock levels, ensuring timely updates, accuracy, and alignment with operational requirements.
* Ensuring working instructions and documents for your product area are up to date and accurate and reviewed on a regular basis working closely with the operations support manager to ensure processes and systems are efficient and improved as required.
* Maintain stock control systems and reports to assist in decision-making, planning, and supply chain continuity.
* Liaise with internal teams to ensure correct product setup, pricing, and documentation in all relevant systems.

Ensuring Business contingency files and instructions are maintained for your product area.* Support the preparation of internal product performance reports, analysis, and documentation. Assist with regulatory compliance by maintaining accurate product specifications and audit-ready records.
* Contribute to continuous improvement of internal product processes and data workflows.
* Providing support for other product co-ordinators to ensure all product streams are covered for holidays and sickness.
 |
| **Key Stakeholders** | * Product, Procurement and Logistics Manager
* Business Support Team
* Finance and Systems Teams
 |
| **Other Factors**Travel, shift pattern, working hours, Licence type etc. | 37.5 hours a week, Monday to Friday UK, Hybrid role between Sherburn, Peterborough and Home working. |

|  |
| --- |
| **Required experience, qualifications, and necessary knowledge**  |
| **Essential** | **Desirable** |
| * Experience in a coordination, stock control, or supply chain support role
* Strong organisational and administrative skills
* Proficient in MS Office (especially Excel)
* Excellent written and verbal communication
 | * Experience in the dairy or agri-food industry
* Understanding of product lifecycle and NPD
* Experience with ERP or procurement systems
* Commercial awareness in commodity markets
 |

|  |  |
| --- | --- |
| **Key Behaviours** | * Strong organisational and time-management skills
* Collaborative and team-oriented
* Proactive and solutions-focused
* Adaptable to change and able to prioritise effectively
* Strong sense of ownership and accountability
 |
| **AB Agri High Performance Framework** | Our high-performance framework is a set of guiding behaviours which have been created with people from across our businesses to enable great performance across the organisation. The focus is on what you can do to demonstrate high performance in your role, as well as the behavioural inputs to assist you getting there. * Pioneering – Curious, spirited and bold. We lead the right way.
* Excellence – We seek excellence in all that we do.
* Growth – We create ways for our people and customers to thrive. That’s how we keep making a difference.
 |