



## **JOB DESCRIPTION // AREA COORDINATOR**

**Job Title:** Area Coordinator (AC)  
**Reporting to:** Area Field Manager (AFM)  
**Work Location:** Home Based

### **About Us**

- From its formation in 1943, NMR has grown and developed into an integrated service provider working for farmers and milk buyers as well as an independent source of data for advisors such as vets, farm consultants and breed societies. The company and its staff are dedicated to providing the highest quality recording, testing, health and fertility services & products for dairy animals, supporting farmers and the farming industry to make profitable production possible as well as working with milk buyers and retailers to constantly improve the quality of the milk we drink.

### **The Role**

The Area Coordinator will be responsible for delivery of a full milk recording service in a defined area as allocated by their AFM. This involves visiting the farms on an approximately monthly basis and collecting event data about the individual cows and updating the NMR database. It will also involve taking milk samples from each cow as they are milked as and when required.

The role may also involve supporting and providing the robot shuttle hire service in terms of organising, transporting, setting up, taking down, cleaning and storage of robot shuttles, holiday cover and box deliveries/collections. The role will be salaried and home based. You will need to be based within the area or willing to re-locate. Your weekly hours will be flexible to allow early morning starts/late evenings and milking patterns of customers. This will cover from Monday to Friday, to fit the needs of the business totalling your contractual 37 hours per week.

### **Essential Key Skills**

- Time management skills
- Self-motivated with a positive, can-do attitude
- Ability to work effectively within a team and add value
- Strong attention to detail ensuring accuracy in work produced
- Fully PC literate
- Valid driving license

### **Desirable Skills**

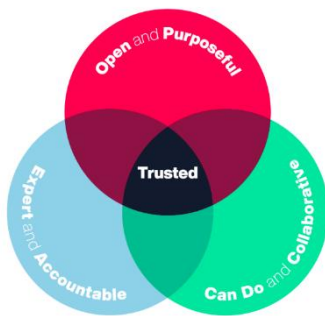
- Milk recording and or practical dairy farming experience
- Effective communication skills verbal and written
- Understanding of cow biology

### **Key Responsibilities**

**Decoding milk data,  
building robust insights.**

- To cover a wide area of farms which could involve extensive driving
- To be responsible for data collection and entry into a custom-built software package
- To coordinate the collection of milk samples from individual cows on farms
- To organise self-employed samplers to take milk samples
- To recruit and train self-employed samplers
- To transport sample boxes/shuttles
- To be able to complete NMR robot shuttle recording if required
- To ensure an excellent standard of data quality
- To maintain effective knowledge of NMR products and services including wider industry
- Promote NMR products and services
- To undertake various reporting using NMR systems as required by your line manager
- Participate in additional tasks as and when required by your line manager
- To be accountable for your company vehicle in adherence with fleet policies
- To adhere to all other NMR policies

## Our Values



### Can Do and Collaborative

#### Can do:

- Make it happen. Be ambitious.
- Find a way, be creative, don't give up.
- Never settle, look for the next improvements.

#### Collaborative:

- Work together to deliver for customers and make positive change happen.
- Help build a one team culture.
- Listen, understand, respect the views and strengths of others.

### Expert and Accountable

#### Expert:

- Show your proven vocational, technical and professional knowledge.
- Ensure this knowledge is up to date and stay abreast of new developments that affect the industry.
- Demand the highest standards among others.

#### Accountable:

- Understand what's needed and take responsibility for delivery.
- Build trust and transparency.
- Challenge poor performance and recognise effort and achievement.

### Open and Purposeful

#### Open:

- Understand the role we all play by working create a positive working environment.
- Be open, approachable, positive and empathetic.
- Take care of your wellbeing and that of others, both in and out of work.

#### Purposeful:

- Show an understanding of our vision, mission and the role you can play in realising it.
- Seek and own the change we need and that you want to see.
- Build relationships in and across teams, offices, divisions and external stakeholders.