

Role Description & Person Profile

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| **Job Title** | Product Coordinator – Performance |
| **Reports to** | Product Procurement & Logistics Manager - Performance |
| **Business** | AB Dairy |
| **Location** | Home based, with occasional travel to UK sites. |
| **Direct & Indirect Reports** | N/A |
| **Budget Responsibility** | N/A |

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| Role Overview Impact Statement | The Product Coordinator – Performance plays a vital support role within the Product, Procurement and Logistics function, working specifically on the Performance product portfolio for AB Dairy. The role provides day-to-day coordination support to the Performance Product Team 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 Performance products by maintaining structured, accurate product management processes, the coordinator enables operational effectiveness and supports strategic product delivery goals |
| Key Responsibilities | * Key responsibilities 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 Performance Product team and lead in implementing and monitoring category plans and product strategies. |

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|  | * Work closely with Performance Product team to track supply, manage lead times, and ensure product availability. * Administer and monitor stock levels, ensuring timely updates, accuracy, and alignment with operational requirements, where necessary. * 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 Performance Product Technical Support Lead to ensure processes and systems are efficient and improved as required. * Assist in maintaining stock control systems and reports to assist in decision-making, planning, and supply chain continuity. * Liaise with logistics team within wider Asterra business. * Liaise with internal teams to ensure correct product setup, pricing, and documentation in all relevant systems. * Support the preparation of internal product performance reports, analysis, and documentation. * Assist with regulatory compliance by maintaining accurate product data within the system 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 and Performance Team, Business Support, Finance, Credit Control and Systems Teams. |
| Other Factors Travel, shift pattern,  working hours, Licence  type etc. | 37.5 hours a week, Monday to Friday  Home based, with occasional travel to UK sites. |

Person Profile

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

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| 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. |