**Job Description**

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| **Job title:** | Raw Material Controller |
| **Reports to:** | Procurement & Planning Manager UK (AB Neo) |
| **Location:** | AB Neo UK, Melmerby, Ripon North Yorkshire, HG4 5HP |
| **Direct & Indirect Reports:** | None |
| **Overall Purpose:** | To assist and lead on defined categories with the hands-on ownership of raw materials in the AB Neo UK site. To actively contribute to the AB Neo and AB Agri procurement communities, ensuring we leverage our combined scale as AB Neo within AB Agri within ABF.  This role has a direct impact on the profitability of AB Neo UK through effective raw material management. |
| **Key Responsibilities:** | **Material Planning & Processing:**   * Calculate material demand to meet daily production requirements, within minimum and maximum stock parameters * Ensure accurate planning parameters are reflected in our IT/MRP systems and regularly review to ensure optimum materials inventory holding on site. * Collaborate with internal and external stakeholders to forecast, plan and facilitate timely delivery of materials to site, in full, avoiding disruption to production * Raise and issue purchase orders (contract & non-contract) to suppliers. * Execution of contracts ensuring on time deliveries & 100% contract compliance. * Management of imports, export registration requirements such as preferential origin analysis and Long Term Supplier Declarations (LTSD).   **Stock Management:**   * Ensure optimum daily stock levels of each material are achieved * Monitor daily variances and potential stock outs, investigating and troubleshooting issues to resolution, reflecting changes in the IT System.   **Purchasing:**   * To be responsible for contract administration duties as directed by the Procurement & Planning Manager. * Assist with material position and risk reporting, based on sales forecast and procurement strategy * Interact with suppliers to obtain market and supply information, sharing with the procurement and commercial teams appropriately. * Create great relationships with stakeholders, engage them with category management processes to deliver the outcomes we need. * Negotiate on price and contract terms as and when required, in line with budget parameters * Drive cost reduction and increased service delivery in an ethical and sustainable manner, tracking the value and benefits the business will derive from sourcing strategies. * Support the new supplier approval process in conjunction with the procurement team * Ensure any problems with the quality of material are dealt with by the supplier, with support from the Quality and Technical team * Work with the Central Finance teams to investigate and resolve any supplier invoice queries on a timely basis. Be proactive in minimizing invoice queries when placing fixings and arranging haulage. * Provide cover and support Procurement & Planning Manager in buying, contract management, pricing and reporting.   **Relationship Management:**   * Collaborate across functions to ensure efficient supply chains amid volatility in deliveries, sales forecast, production change and formulation change * Develop and maintain good relationships with suppliers * Monitor and evaluate supplier performance, focusing on delivery performance and order fulfilment * Resolve any supplier concerns in conjunction with the procurement team * Support supplier meetings and negotiations where required |
| **KPI’s** | * availability of raw materials & key ingredients * stock days on site against parameters * supplier performance * number of invoice queries |

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| **Person Specification** |  | **Essential / Desirable** |
| **Skills and Qualifications:** | * Experienced in the end-to-end Procurement process within manufacturing, possibly within a multisite European organisation. * Previous experience of materials planning ideally in the manufacturing environment * Strong organisation skills, comfortable with managing multiple priorities and projects simultaneously. * Skilled with ERP software (such as MS AX, Infor M3), Excel, PowerPoint, Word, MS office applications. * Ability to focus on delivering tangible, measurable results to tight timescales. * A-Levels or vocationally qualified with the Chartered Institute of Purchasing and Supply, or willingness to learn with a growth mindset * Striving for continuous improvement of processes. * Experienced in developing, maintaining, and managing credible and beneficial stakeholder relationships. | D  D  E  E  D  E  D  D |
| **Key Behaviours:** | * Team player with a proactive, flexible, and adaptable attitude. * Role modelling the AB Neo & AB Agri values. * Excellent communication & interpersonal skills. * Able to build relationships with suppliers & stakeholders * Strong commercial and financial acumen combined with sound understanding of business drivers. * Ability to identify opportunities, mitigate potential risks and to deliver value streams. * Strong personal commitment to drive growth and optimise business delivery. * Ability to be pragmatic, resilient, and innovative in problem solving and issue resolution. * Readily challenges with clarity and insight. * Commitment to advocate and embed the AB Neo culture and collaborative teamworking within AB Agri and ABF, championing Procurement in the workplace |  |
| Date Agreed: | May 2024 |  |
| Authorised by: |  |  |