

Job Title: Business Process Manager
Reporting to: Finance Director
Direct Reports: 1 Part-time System Developer
Hours: 8.30am to 5pm Monday to Friday
Salary: TBC
Location: East Seaton, Arbroath

Job Purpose: To project manage the continuing implementation of the business-wide ERP system and continuous improvement of company processes.

Main duties and responsibilities:

- To achieve efficiencies, reduced overheads, and increased productivity company wide through development and integration.
- To produce documentation of existing ERP workflow.
- To develop, test and document new workflows to enhance use of ERP system and in response to changing business needs.
- To provide training and support to ERP users for current and new workflow.
- To identify, diagnose, report and eliminate software problems as they arise by working with software provider.
- To work with software provider to schedule, test and apply software upgrades and modifications on a regular basis.
- To develop manage IT query management system
- To develop a rollout plan for new subsidiaries to have ERP & related systems and processes installed.
- To undertake any other duty commensurate with the role.

General:

As a senior member of the management team and as such a leader within the business, you should:

- Ability to work and communicate with people from all areas of the business.
- Produce good standard training documentation and carry out training to users
- Encourage & develop ideas to strengthen the overall business.
- Lead, motivate, coach and develop your direct reports and wider team.
- Encourage a "one team" approach and be ambitious, positive and encouraging on a daily basis.



Person Specification

	Essential	Desirable	Assessed
Education			
Minimum SQA Higher pass, or equivalent, in maths and English.	X		Application
Degree or equivalent in relevant subject.	X		Application
Experience			
Proficiency in Microsoft Office applications	X		Application
Proven track record and skillset in Project Management – eg Agile	X		Application/Interview/Test
Proven experience in effective people management and collaboration	X		Application/Interview
FMCG and/or Soft Fruit business experience	X		Application/Interview
Crystal Report design experience	X		Application/Interview
Experience of reporting systems and BI tools		X	Application/Interview
Prophet PR3 experience		X	Application/Interview
Skills			
Strong ERP/MRP and business process skills	X		Application/Interview
Technically minded with a grasp of mathematical concepts	X		Application/Interview
SQL skills (& possibly qualification)	X		Application/Interview
Skilled in interpreting and understanding of relational data	X		Application/Interview
Proven problem solving skills	X		Application/interview
Logical, methodical & tenacious	X		Application/Interview
Effective verbal and written communication skills	X		Application/ Interview/Test
Attention to detail and accuracy	X		Application/Interview
Ability to prioritise own workload	X		Application/Test
Ability to use initiative and as part of a team	X		Application/Interview
Ability to embed and live ASF Values	X		Application/Interview
Programming skills eg VBScript		X	Application/Interview



**Angus Soft Fruits
Company Values and Behaviours**

Integrity – we do the right thing; we meet industry standards

- Demonstrates an honest, ethical and authentic approach
- Honours agreements and so forms reliable, long term relationships
- Remains polite, courteous and respectful at all times
- Gives and receives objective, constructive feedback
- Trusts the team to deliver results
- Has an open and honest conversation to improve performance when necessary

Exceed – we over deliver

- Sets clear SMART targets and priorities
- Explores opportunities to exploit ASF points of difference
- Ensures colleagues have personal development plans
- Works with customers and colleagues to solve challenges
- Takes a positive approach and focuses on being the best

Efficient – as experts we continuously seek to improve our supply chain processes and costs

- Is organised and does the right thing at the right time
- Communicates clearly and concisely
- Looks to simplify work and make things more efficient
- Keeps commitments made to colleagues and customers
- Avoids unnecessary waste and costs to improve profitability
- Prepares well for meetings, manages the agenda and follows up on actions

Innovate – we develop new varieties and other creative approaches

- Encourages new ideas
- Challenges the status quo
- Understands our market place; customers and consumers
- Encourages people to take a wider view eg by shadowing colleagues in other parts of the business
- Is brave to try new ways of working
- Finds ways to promote the products as part of a healthy lifestyle

Collaborate – we work closely with colleagues, customers and suppliers to build long term relationships

- Treats people like people rather than costs
- Builds meaningful, supportive relationships
- Ensures everyone has clear roles and responsibilities
- Listens and uses appropriate words and body language
- Is positive, motivational and enthusiastic; a good role model
- Presents solutions to problems and challenges
- Works together as One Team to achieve results
- Praises and celebrates successes

