

**Job Title:** Supply Chain Coordinator

**Reporting to:** Supply Chain Planner

**Direct Reports:** N/A

**Hours:** 45 hours per week (8am-6pm May to August) over 5 days  
37.5 hours per week (8.30am – 5pm September to April) over 5 days  
Working days include 1 at the weekend

**Location:** East Seaton, Arbroath

**Job Purpose:** To provide administrative support to the Supply Chain and Account Managers.

**Main duties and responsibilities:**

- To input and extract data accurately
- To process orders, stock control and allocate stock to orders
- To despatch orders accurately
- To co-ordinate haulage for delivery to customer depots.
- To amend orders according to customer or quality requirements
- To transmit orders to packhouses
- To resolve customer queries
- To co-ordinate inbound logistics for imports
- To communicate Angus Soft Fruits' requirements to foreign suppliers
- To communicate with growers and packhouse staff
- To participate in daily / weekly conference calls
- To raise Sales and Purchase orders
- To co-ordination the seasonal picking of growers crops i.e which punnet they should pick into to cover orders the following day
- To update seasonal planning sheets with forecast picking volumes
- To provide general administrative duties including answering and redirecting telephone calls appropriately and maintaining stationery supplies
- To work collaboratively with all team members in a positive manner
- To undertake any other duty commensurate with the role



**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Education</b>			
Scottish National level 5 or equivalent in Maths and English	<b>X</b>		Application
<b>Experience</b>			
Proficiency in Microsoft Office applications	<b>X</b>		Application
Proven track record in Stock control	<b>X</b>		Application/Interview/Test
<b>Skills</b>			
Effective verbal and written communication skills	<b>X</b>		Application/ Interview/Test
Attention to detail and accuracy	<b>X</b>		Application/Interview
Ability to prioritise own workload	<b>X</b>		Application/Test
Ability to use initiative and work as part of a team	<b>X</b>		Application/Interview
Ability to work outside of conventional office hours when required.	<b>X</b>		Application
Ability to embed and live ASF Values	<b>X</b>		Application/Interview



**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

