

Job Title: Apprentice Supply Chain Coordinator

Reporting to: Assistant Supply Chain Manager

Direct Reports: N/A

Hours: 45 hours per week (8am-6pm May to August) over 5 days Tuesday - Saturday
37.5 hours per week (8.30am – 5pm September to April) over 5 days Tuesday - Saturday

Location: East Seaton, Arbroath

Job Purpose: To provide administrative support to the Supply Chain Coordinators, 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 co-ordinate haulage for delivery to customer depots, using the most efficient routes
- To transmit orders to packhouses
- To resolve customer queries
- To communicate with growers and packhouse staff
- To participate in daily / weekly conference calls
- To raise Sales and Purchase orders
- Maintaining database tables
- Producing departmental performance reports
- 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

	Essential	Desirable	Assessed
Education			
Scottish National level 5 or equivalent in Maths and English	X		Application
Experience			
Power BI Reporting		X	Application
SQL Databases		X	Application
Proficiency in Microsoft Office applications	X		Application
Proven track record in Stock control		X	Application/Interview/Test
Skills			
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 work as part of a team	X		Application/Interview
Ability to work outside of conventional office hours when required.	X		Application
Ability to embed and live ASF Values	X		Application/Interview



Company Values and Behaviours

Integrity – we do the right thing; we exceed 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

