



THE BERRY SPECIALISTS

Job Title: Supply Chain Coordinator
Reporting to: Supply Chain Manager
Hours: 45 hours per week (6:30am-4:30pm May to August) over 5 days, Thursday to Monday
37.5 hours per week (7.30am-4pm September to April) over 5 days, Thursday to Monday
Location: East Seaton, Arbroath

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

Main duties and responsibilities:

Planning & Operational Ownership

- To support the Supply Chain Manager in developing and delivering efficient production and supply plans for both UK and import seasons.
- To maintain accurate stock sheets, forward plans, and internal planning systems.
- To produce weekly rolling SKU-level forecasts to keep UK packhouses running smoothly.
- To work with technical and quality teams to ensure we allocate the best fruit to the right customers.

Driving Performance & Data Accuracy

- To manage key operational data — ensuring inputs, reports, and extracts are 100% accurate.
- To produce meaningful KPI reports that track performance and support decision-making.
- To build packaging requirements for UK operations.

Order, Stock & Customer Management

- To process customer orders from start to finish — from allocation to dispatch.
- To manage stock levels to maximise efficiency and minimise waste.
- To amend and adjust orders based on customer needs or quality insights.
- To ensure timely transmission of orders to packhouses.
- To resolve customer queries professionally and quickly.

Logistics & Supplier Interaction

- To coordinate haulage and delivery schedules to customer depots.
- To manage inbound logistics for imported goods, ensuring smooth flow through the network.
- To build strong working relationships with suppliers, internal teams, and logistics partners.

Teamwork & Continuous Improvement

- To play an active role in supporting the wider supply chain team with key projects and daily operational delivery.
- To collaborate positively with colleagues, contributing to a supportive, high-performing culture.
- To proactively participate in the individual performance management process, achieving SMART targets and continuous personal developments.
- To fully participate in the development and achievement of the Supply Chain Departmental Vision
- To undertake any other duty commensurate with the role

	Essential	Desirable	Assessed
Education			
Scottish National level 5 or equivalent in Maths and English	X		Application
Experience			
Proficiency in Microsoft Office applications	X		Application
Proven track record in Stock control	X		Application /Interview / Test
Experience in the produce industry		X	Application
Skills			
Effective verbal and written communication skills	X		Application / Interview
Attention to detail and accuracy	X		Application / Interview
Ability to prioritise own workload	X		Interview / 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		Interview
Ability to embed and live ASF Values	X		Interview

Angus Soft Fruits Company Values and Behaviours

With Integrity - we do what we say we will

- We are respectful and understanding of others, always
- We treat people like people and look to help each other
- We honour agreements and develop long term trusting relationships
- We are patient, tolerant and show gratitude to others
- We do the right thing for ourselves and others

Excelling - we always aim high

- We seek to raise the bar in our industry in everything that we do
- We are positive, proactive & fun with ambition and drive
- We set clear targets & we aim to exceed them and even if we don't, we will next time
- We are learners, we develop & inspire our colleagues

With Efficiency - we keep it simple

- We are organised and structured in the way that we work
- We work smarter not harder
- We communicate clearly and concisely
- We get it right first time, everytime
- We avoid unnecessary waste

Innovating - we challenge the status quo

- We are adventurous
- We are brave in trying new ways of working
- We are passionate in the development of new varieties and products
- We lead in the development of new technology

Collaborating - together we go further

- We work together as ONE TEAM to deliver outstanding results
- We actively listen to each other & engage in positive & challenging debate

With Curiosity - we dig deeper

- We explore new opportunities & approaches
- We look at things from other points of view
- We are open minded
- We use creative solutions
- We are eager to learn