



Job Description

Job Title: Assistant Raw Materials Trader

Reporting to: Operations Director

Objectives

To maintain and expand sales of Straights & Blend Trade, liaising with suppliers, merchants, customers and the sales team. To liaise with other members of the raw materials office to ensure all requirements are fulfilled.

Duties & Responsibilities

- To sell raw materials and other products to farming businesses dealing with customers direct working within agreed profit margins
- When required to purchase ingredients to cover
- To produce a weekly straights update and a daily morning report for sales agents
- To order products that are delivered direct to farm eg minerals, molasses etc.
- To manage customer contracts and liaise with them
- To advise and maintain regular contact with customers on purchasing raw materials and contracts
- To price up blends and compounds for customers and sales agents
- To attend shows as required
- To visit customers on-farm when required
- To organise haulage of raw materials and products when required
- To liaise with merchants and shippers on the supply of agriculture including market reports
- Setting up new products with stock codes on the company IT system
- To help with stock taking procedures when required (to stock take value added products in office)
- Checking suppliers contracts against our system and updating our system
- To order minerals, feeds and other products for the mill when required in liaison with mill supervisors
- Prepare quotations (including groups) in consultation with Operation Director
- Ensure that all necessary compliance is adhered to eg UFAS, FIAS,, Trading Standards
- To cover the Operations Director to the best of your ability when he is unavailable
- To carry out any other duties that may arise from time to time

To carry out any other duties that may arise from time to time and to provide cover for colleagues within the Company as required.

Health & Safety at Work Act 1974, Section 7: states that employees must not endanger themselves, or others, by their acts or omissions. In addition, they must cooperate with their employers, as long as this cooperation does not lead to an increased risk to health and safety or is an illegal act.

All employees must:

Take all reasonable care of their own health & safety and that of others

Cooperate with the management in matters of Health & Safety

Use safety devices or equipment provide as instructed

Notify managers of any matters which may cause risk to health & safety

Report all accidents, incidents, work related ill health, hazards or faults

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