

<b>Company</b>	OMEX Agriculture Ltd.
<b>Main Site</b>	Bardney
<b>Job Title</b>	Operations Administrator
<b>Contractual Hours</b>	<b>40</b> hours per week with additional hours to fulfil the operational needs of the business <b>during peak times</b>

#### Overview of Role

To support the Bardney Operations team with key administrative duties, including control & operation of weighbridges, recording of production and stock transactions, placing orders to suppliers, administration of pool car booking system and facilitating accurate labelling of goods.

Working as part of the Bardney Operations team with a primary focus of stock and weighbridge management, you will hold a high-level understanding of the transacting functionality within **Microsoft Business Central** and be an expert in areas of material recording within the OMEX site infrastructure.

#### Key Metrics

Stock Management	To support in accurate administration of production output and stock management, coordinating all site access and egress to ensure the necessary transactions have taken place.
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#### Key Responsibilities

1. Control and coordination of weighbridges and barriers on the Bardney site, ensuring all stock transactions are suitably recorded in Microsoft Business Central (BC).
2. Reporting of non-conformances associated with failures in processes/systems in stock management and control.
3. Administration of stock take data in coordination with the Bardney Site Management team within Microsoft Business Central.
4. Generating production demand profile in Microsoft Business Central with support from the distribution team.
5. Coordination of labelling for packed goods and stock locations across the Bardney site.
6. Creation of purchase orders for the Bardney Operations team within Microsoft BC.
7. Assist with upkeep of stock in the office and welfare facilities.
8. Control of pool car booking system for vehicles at the Bardney Site.
9. Following a defined process to determine level of risk at customer sites, prepare documentation for installation of storage tanks.
10. Carry out general administration tasks to support the operations department.

#### Skills and Experience

- Min 3 years' experience within a Supply Chain environment (preferably within the bulk logistics sector).
- Can anticipate and resolve problems effectively.
- Highly self-motivated and enthusiastic with an ability to work flexibly and prioritise workload.
- Team player, self-motivated, flexible and confident.
- Ability to work independently under pressure during busy seasonal work periods.
- Attention to detail with mathematical and clerical accuracy.
- Excellent communicator at all levels, internally and externally.
- Competent in the use of database control and MS Office.
- Familiarity with use of 'Magic Maps'

<b>Vision Strategy</b>	
<b>Product Performance</b>	Provide products that consistently meet / exceed expectations. Products that are reliable, efficient, accurate, easy to use and provide optimal nutrition to crops resulting in excellent crop yield, quality and sustainability.
<b>Logistics</b>	Maximum customer satisfaction achieved through efficient infrastructure, accurate demand forecasting, effective system management and cost optimisation.
<b>Technical Support</b>	Commercial teams possess a deep understanding of products and application to help farmers use fertilisers more efficiently, have effective communication skills, respond in a timely manner and have a customer centric approach.
<b>Quality</b>	Consistently high-quality standards achieved in operations through continual evaluation of processes and product formulations to eliminate problems.
<b>Safety</b>	Superior safety standards achieved through establishing a strong safety culture where employees recognize the importance of safety, feel confident in reporting hazards and have the necessary training to work safely.
<b>People</b>	An engaged, motivated and loyal workforce that are encouraged, empowered and given a work environment that provides opportunities to reach their full potential.

<b>FOCUS on Values</b>	
<b>Fulfilment</b>	<ul style="list-style-type: none"> <li>• Happy • Motivated • Challenged • Rewarded</li> <li>• Developed • Appreciated</li> </ul>
<b>One-Team</b>	<ul style="list-style-type: none"> <li>• Communicate Well • Support Others • Align with decisions</li> <li>• Involve the right people</li> </ul>
<b>Collaborate</b>	<ul style="list-style-type: none"> <li>• Build partnerships based on trust and respect both internally and externally</li> </ul>
<b>Use a Strategic Mindset</b>	<ul style="list-style-type: none"> <li>• Maintain a long-term perspective • Innovate • Think Broadly</li> <li>• Be willing to change • Use data to drive decisions</li> </ul>
<b>Strong Execution</b>	<ul style="list-style-type: none"> <li>• Focus on priorities • Coordinate resources • Clear accountability</li> <li>• Work at the right pace • Don't cut corners</li> </ul>

Signed Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Manager: \_\_\_\_\_ Date: \_\_\_\_\_