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| Company | OMEX Agriculture Ltd. |
| Main Site | Bardney |
| Job Title | Distribution Coordinator |
| Contractual Hours | 45 hours per week with additional hours to fulfil the operational needs of the business |

Overview of Role

To support the management of all OMEX Agriculture Distribution activities by road in the UK.

Working as part of the UK Distribution team to ensure all types of logistic movements are managed in the most cost-effective manner for OMEX and to ensure Distribution activities operate within all safety procedures and maintain continued FIAS accreditation is achieved.

Key Metrics

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| Haulage / Logistics | Operational vehicle planning in a cost effective and efficient manner. |
| Overview of process Order to Invoice | To hold a broad overview of the customer service/distribution process from order to invoice. |

Key Responsibilities

1. Maintain compliance on quality, safety and environmental legislation.
2. Successfully manage the companies contract driver fleet, ensuring maximum efficiency.
3. To follow the current processes within UK Distribution and understand IT software solutions to help manage costs, streamlining data input and haulier activity.
4. To plan internal movements of stock to external site locations gaining an understanding of area-based demand in-line with our orderbook.
5. To maintain & support the upkeep of positive haulier relationships to ensure OMEX continues to operate with the highest level of customer service in the most cost-effective way.
6. To support the process structure in ensuring an effective management of systems to continue Fertiliser Industry Assurance Scheme (FIAS) accreditation and compliance.
7. To be able to manage day-to-day tasks independently, fundamentally to include efficiently vehicle planning and all attributes linked to its execution, to include stock availability, released orders & effective communication with our customer base.
8. To always communicate effectively with stakeholders, both internal and external ensuring professionalism always.
9. To ensure time is spent on self-development to expand skill set and continue to develop the distribution operation.
10. To ensure accurate tracking of tanker fleet, to monitor and update the daily usage of assets.
11. To work closely with the UK Distribution Supervisor regarding any driver updates, driver requests, stock locations and point of delivery issues.
12. To be able to manage your own time and prioritise work throughout the day accordingly.

Skills and Experience

- Experience in Distribution and Logistics
- Excellent interpersonal skills, demonstrated at all levels within the business.
- Ability to work under pressure and to tight deadlines.
- High level of numerical understanding.
- Competent with a wide range of technical software and systems.
- Advanced skills in Excel and ability to analyse data.
- Educated to A-level standard, or equivalent.
- Relevant Transport / HSSEQ qualifications.
- Full UK driving licence (travel to other OMEX sites may be required).
- Support the UK Distribution team in excellence for the Vision strategy & Focus on the Values of the business (see below).

Vision Strategy

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| Product Performance | 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. |
| Logistics | Maximum customer satisfaction achieved through efficient infrastructure, accurate demand forecasting, effective system management and cost optimisation. |
| Technical Support | 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. |
| Quality | Consistently high-quality standards achieved in operations through continual evaluation of processes and product formulations to eliminate problems. |
| Safety | 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. |
| People | An engaged, motivated and loyal workforce that are encouraged, empowered and given a work environment that provides opportunities to reach their full potential. |

FOCUS on Values

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| Fulfilment | <ul style="list-style-type: none"> • Happy • Motivated • Challenged • Rewarded • Developed • Appreciated |
| One-Team | <ul style="list-style-type: none"> • Communicate Well • Support Others • Align with decisions • Involve the right people |
| Collaborate | <ul style="list-style-type: none"> • Build partnerships based on trust and respect both internally and externally |

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| Use a Strategic Mindset | <ul style="list-style-type: none">• Maintain a long-term perspective• Innovate• Think Broadly• Be willing to change• Use data to drive decisions |
| Strong Execution | <ul style="list-style-type: none">• Focus on priorities• Coordinate resources• Clear accountability• Work at the right pace• Don't cut corners |