

Company	OMEX Agriculture Ltd.
Main Site	Bardney
Job Title	Operations Coordinator
Contract Terms	Full time, Permanent

OMEX

OMEX Agriculture Ltd is a leading provider of high-quality liquid fertilisers and speciality nutrition dedicated to enhancing agricultural, horticultural and amenity productivity while promoting sustainable practices. We focus on innovation and efficiency to support farmers across the UK and Ireland.

OMEX is an exciting, forward thinking and innovative place to grow your career. We are on a journey to grow the business and are looking for a dedicated and enthusiastic Operations Coordinator to join the team.

Overview of Role

The Operations Coordinator will focus on coordinating and administrating activities to support the safe and efficient manufacturing, storage, and compliance processes at OMEX. This role ensures accurate record-keeping, reporting, and communication of activities related to production, quality assurance, and HSSEQ compliance. Working closely with internal teams and external stakeholders, the coordinator will facilitate smooth operational workflows and maintain compliance with legislative and company standards.

Key Responsibilities

Administrative Support for Operations & Production

- Coordinate production planning activities in collaboration with Site Managers and the Distribution Team.
- Maintain accurate records of stock levels, production schedules, and weighbridge operations.
- Document and update workflows and procedures to enhance operational efficiency.
- Provide administrative support for new product development trials, including data collection and reporting.
- Generate and maintain reports to track production efficiency and highlight areas for improvement.

HSSEQ Compliance Administration

- Maintain and update the Integrated Management System (IMS)
- Collate and submit routine reports to enforcing authorities, including updates to environmental permits.
- Coordinate the completion and review of risk assessments, logging actions, and tracking progress with managers.
- Support non-conformance investigations and ensure timely resolution.
- Maintain and update contractor records, ensuring all documentation is complete and valid.

- Take minutes and manage follow-up actions for Northern Health and Safety meetings.

Quality Administration

- Maintain quality records, including KPIs
- Assist in gathering and analysing quality-related data to identify trends and improvement opportunities.
- Provide administrative support for audits, ensuring documentation is current and accessible.

Environmental Administration

- Maintain environmental risk and containment assessment records.
- Coordinate waste management documentation and ensure compliance with regulatory standards.

Training & Reporting

- Assist in coordinating staff training sessions on HSSEQ policies and procedures.
- Prepare and disseminate communications to raise awareness of HSSEQ standards across the organisation.

Stakeholder Communication & Support

- Act as the central point of contact for HSSEQ-related administrative queries and updates.
- Coordinate with internal teams, contractors, and regulatory bodies to ensure efficient communication and information sharing.

Qualifications, Skills and Experience

- Administration experience- essential
- Familiarity with ISO standards and environmental regulations- desirable.
- Excellent organisational skills with attention to detail and accuracy in record-keeping.
- Strong communication skills for stakeholder management at all levels.
- Ability to manage multiple tasks and prioritise effectively in a fast-paced environment.
- Computer literate, with competence in Microsoft Office.
- Full UK driving license.
- Support the OMEX team in excellence for the Vision strategy & Focus on the Values of the business (see below).

Vision Strategy

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	
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
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