

JOB ROLE PROFILE

Business Title:	Thompsons of York
Job Title:	Raw Materials Ordering & Logistics Assistant
Work Location:	Jubilee Mill, Murton, York, YO19 5UT (will be expected to travel between Company locations from time to time as the role demands)
Hours of work:	40 hours per week, 5x 8-hour shifts between 6am and 6pm (inclusive of a 1-hour unpaid lunch break). Rotated Saturday working included.
Job type:	Full Time, Permanent
Driving Licence Required:	Yes (Category B) (D)

Benefits:

- Free onsite parking
- Employee discount
- Cycle to work scheme
- Company sick pay
- Company pension
- Company events
- Performance related annual bonus

About Us

Founded in 1926, Thompsons of York produce and supply the highest quality animal feeds to British farmers. Our mill is fully accredited to the Universal Feed Assurance Scheme (UFAS), ensuring feed products match the demands of the major retailers. We have always taken pride in the quality, safe manufacture, handling and storage of our feeding stuffs. Our customers know and trust the Thompsons name and the food safety assurances that enable them to compete in their markets.

About the Role

We are currently looking for a Raw Materials Ordering & Logistics Planner to join our team!

In this role, you will assist the Raw Materials Purchasing Manager in all aspects of raw materials and logistics planning, stock usage and stock rotation. The ideal candidate will be able to work calmly under pressure and have excellent communication and interpersonal skills. This role involves liaising and communicating with a multitude of different people through areas such as transport, production, and customer service. We are looking for someone who is able to work as part of a team and is comfortable working independently.

A successful candidate will be dynamic, have a positive attitude, and be adept at solving problems. An interest or background in agriculture would be advantageous.

Key Responsibilities

- Plan and oversee the intake of raw materials and goods intake processes, weighing deliveries and taking product samples.
- Order and plan logistics for all raw materials required for production and delivery.
- Assist with public weighs, testing of product samples and stock control and rotation.
- Organise and supervise cleaning of raw material bins and carry out cleaning of weighbridge and office exterior area.
- Provide cover for Warehouse Operatives when necessary.
- Assist with loading and dispatch of bulk vehicles efficiently and in line with Company procedures.
- Assist with upkeep of company records, including procedural records such as work instructions, and financial records such as invoices.
- Assist with internal and external audit processes such as UFAS and HACCP inspections.
- Providing a quality service to customers and communicating with relevant departments to ensure that orders are processed correctly, and queries are appropriately handled.

If you think you have the skills and experience we are looking for, we would love to hear from you!

Here at the BATA Group equality, fairness and diversity are the foundation of our organisation. We are proud to be an equal opportunity employer that is fully committed to a policy of treating all its employees and job applicants equally. We value the differences that a diverse workforce brings to our organisation and encourage applications from everyone.

Due to the high number of applications, if you have not heard from us within 14 days of submitting your application, please assume you have not been successful on this occasion.