

Job description

Title: Execution Desk Assistant

- Full time, 40 hours per week
- Location: Thame

The Company

Viterra is a world-leading, fully integrated agriculture network that connects producers and consumers to supply sustainable, traceable and quality-controlled agricultural products. The Group sources commodities such as grains, oilseeds, pulses, rice, sugar and cotton and supply them around the world and employs 17,500 talented people, operating in 37 countries. The UK operation, based in Thame employs 60 staff and is primarily involved within the UK Grains and Feeds markets.

Summary of the Team

The Operations department is where we arrange to distribute physical goods in accordance with the buying and selling decisions made by the Trade team. The Operations department coordinate collections and deliveries to ensure the company meets its contractual obligations and to optimize the profitability of the trading book.

Day to day tasks

- Liaise with mills, suppliers and haulage contractors to ensure the company's contractual obligations are being met
- Liaise with traders and farmers to coordinate stock management
- Liaise with customers to ensure deliveries are made on time and in full
- Negotiate with hauliers to minimize costs of individual contracts
- Book deliveries
- Check and communicate ETA's with suppliers and customers (Estimated times of arrival)
- Quality and stock checks (eg checking of temperatures and conditions)
- Weekly check and coordination of contract balances
- Continuous internal communication with team members to ensure the execution/operations function is performed smoothly and in full

Essential skills and experience required

- Strong communication and relationship building ability
- Highly accurate, numerate and detail-oriented
- Strong sense of responsibility and common sense
- Willingness to take ownership of own work
- Proactive attitude
- Able to work under pressure, both alone and in a team environment
- Strong coordination and planning ability
- Highly organized
- Ability to negotiate

Desirable skills and experience

- Experience of transport, haulage, logistics or scheduling would be beneficial
- Knowledge of AIC and FOSFA contracts
- Good understanding of arable farming
- Educated to (minimum) A level, preferably to degree level or with experience in a relevant environment

Personal Attributes

- Friendly
- Proactive
- Team player
- Natural problem solver and inquisitive nature
- Good sense of humour

Location: Thame

Working hours: 8.30-5.30pm Monday to Friday

Reporting to: Operations Manager

Company Benefits

Salary: commensurate with industry knowledge and experience

Holiday: 25 days plus bank holidays

Annual discretionary bonus scheme, 10% company pension contribution, private healthcare after qualifying period, life insurance and income protection.

To apply for this position, send your CV and covering message to thame.hr@viterra.com