



<b>Job Description</b>	
Job Title: <b>Biomass Fertilizer Sales and Feedstock Coordinator</b>	Reports to: <b>Plant Operations Manager</b>
Grade: <b>T2</b>	Role Profile:
Based at: <b>Widnes</b>	Mobility/travel: <b>Yes</b>
<b>Primary Purpose of the Role:</b>	
<p>To undertake the complete management of Kalfos as a saleable product, specifically in relation to sales, marketing, and storage, as well as trials and agronomy.</p> <p>To undertake the management of bio-liquids and dry feedstock, specifically procurement, including contract and price negotiations.</p> <p>To manage the procurement and budget for mobile plant on site.</p> <p>To carry out the role whilst ensuring health and safety procedures are followed at all times. Ensuring that high levels of productivity, attendance and customer satisfaction are maintained at all times.</p>	
<b>Key Duties and Responsibilities:</b>	
<p>Your duties and responsibilities will include but are not limited to the following:</p> <p><b><u>Kalfos</u></b></p> <p>Responsibility for Kalfos sales throughout the UK and Europe. Building and retaining relationships with existing and potential customers, encouraging repeat orders and 'word of mouth' referrals.</p> <p>Responsibility for the safe and efficient storage and transportation of Kalfos, ensuring product quality in compliance with Health &amp; Safety.</p> <p>To undertake transport planning, with weekly sales forecasts, in order to facilitate loading out times with the plant.</p> <p>To manage / undertake conditioning and spreading trials in relation to quality and health &amp; safety, and as a marketing tool.</p> <p>To attend agricultural shows and exhibitions in order to market Kalfos as a saleable product and alternative to existing and/or conventional products.</p> <p>To test, review and report on the agronomy of Kalfos for marketing and management purposes, undertaking research and development projects.</p> <p>Manage the credit control function of Kalfos sales, ensuring that debts are chased up appropriately and manage the Profit &amp; Loss accounts associated with the sale of Kalfos.</p>	

### **Bio-liquid**

Manage and plan the daily liquid for the BFB, working very closely with site management team on a daily basis.

Manage Customers needs in relation to additional loads coming to site.

Manage the liquid procurement through contract and pricing negotiations, working closely with the Commercial Team.

Manage the bio-liquid revenue on a weekly basis, producing management reports and information.

Undertake compliance audits at customers' premises.

### **Dry feedstock**

Produce weekly revenue reports, understanding the impact of high value customers on the business.

Manage the procurement of dry intake, liaising closely with the Commercial Team.

To work closely with the Plant Operations Manager and Commercial Team in relation to dry intake pricing negotiations.

Undertake feedstock compliance audits at customers' premises.

### **Mobile Plant**

To manage the mobile plant fleet and costs for SecAnim and SARVAL.

Negotiate the hire and lease deals in order to achieve the most cost effective and efficient deals, in liaison with the Plant Operations Manager.

Manage the mobile plant budget, ensuring that the most efficient deals are achieved within the budget set for hire, lease and machinery purchasing.

### **General:**

To use fit for purposes tools, equipment and plant at all times and to check these items are in excellent condition prior to use to ensure the health and safety of yourself, colleagues and visitors.

To work in a manner that reflects equal opportunities values; treating others with dignity and respect whilst taking into account the needs of colleagues and customers.

Providing high standards of quality whilst promoting, building and maintaining effective working relationships with colleagues, suppliers and customers.

Identifying training needs relevant to the job and participating in any training and development as required.

Maintaining high levels of personal motivation, attendance and conduct.

The post holder's duties must be carried out in accordance with policies and procedures of Saria Ltd including, but not limited to the Equal Opportunities, Harassment and Bullying Policy, the Health and Safety at Work Act 1974 and other subsequent health and safety legislation. These duties should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities for the Company, commensurate with the grading of the post.

**Key Relationships:**

**Internal**

- Plant Operations Manager - Widnes
- Operations Director
- Commercial team
- Energy Manager
- Environmental Manager
- Transport Department
- Procurement Administrator

**External**

- Existing / new potential customers

**Person Specification**

		E = Essential / D = Desirable
Education and Qualifications	Agronomy qualification	E
	A level / Degree qualified	E
	Good educational background with English & Mathematics	D
Knowledge	A sound knowledge of the farming industry	E
	A sound knowledge of current fertilisers on the market and in use.	E
Relevant Experience	Experience of working within agronomy	E
Skills and Competencies	Good basic IT skills, particularly Microsoft Word, Excel and Powerpoint	E
Attitudes and Behaviours	A positive attitude	E
	Able to prioritise own workload	E
	Able to self-motivate with minimal supervision	E

Decision Making	Able to make sound decisions within remit of own role	E
	Ability to refer decisions when appropriate	E
Working Demands	Part office based and part out of office	E
	Work may involve being outside working in the elements	E
Working Arrangements	Ability to manage own time, working between office and out.	E