



General Inputs Coordinator

Job Description & Person Specification

Working Hours	Monday – Friday, 37.5 hours per week		
Reporting to	Procurement Manager	Direct Reports	N/A
Job Location	Honingham Thorpe, Colton, and any other reasonable locations as required.		

Overview of Role

Working as an integral part of the General Inputs team, you will deliver a smooth procurement process based on Members' building and agricultural needs and requirements.

Duties and Responsibilities

- Work with Members and suppliers to deliver a smooth procurement process.
- Dedication to outstanding customer service.
- Take responsibility and accountability for procuring within the building and agricultural supply chain.
- Record and maintain Members' quotations on the database to facilitate the progress of a quotation through to acceptance or refusal.
- Investigate the reasons for unsuccessful quotations, reporting on these to the PM, and providing feedback for escalation where necessary.
- Work as part of the wider team to promptly answer calls and deal with Member enquiries, including order taking and processing.
- Identify large-scale building projects and liaise with Building Development Specialist as appropriate.
- Proactively identify new business opportunities for AF, working towards increasing Member commitment and volumes.
- Assist the Pillar Billing Support where necessary to facilitate prompt Member/supplier query/billing resolution.
- Proactively identify process improvements.
- Support the wider business as required.
- Attend supplier meetings as and when required.
- Ensure Members are kept updated with progress on their orders.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Confident at communicating efficiently, effectively and professionally with all stakeholders 	<ul style="list-style-type: none"> • Strong negotiation skills.

	<ul style="list-style-type: none"> • Excellent IT and data management skills including Microsoft Office packages. • Excellent attention to detail. • Capable of working both independently and as part of the General Inputs team and wider pillar. 	
Experience	<ul style="list-style-type: none"> • Experience working as part of a team. 	<ul style="list-style-type: none"> • Experience working within a buying role.
Knowledge	<ul style="list-style-type: none"> • Knowledge or experience of procurement within the buildings and/or agricultural merchants. 	
Qualifications		
Personal Attributes	<p>Personal Qualities</p> <ul style="list-style-type: none"> • Drive, enthusiasm, and resilience - we work in a multi-faceted and challenging environment. • Strong customer service ethos • Sense of ownership and pride in your performance and its impact on company's success. • Commitment to attain delivery goals and personal objectives. • Professional and approachable personality, expert at building rapport with stakeholders. • Initiative and self-confidence. • Views problems as challenges that we work together to resolve. • Patient, good at planning and methodical in your approach to work. • Pro-active in your work and always thinking 'what's next to do?' and 'what can I improve?'. 	

Whilst we have done our best to describe the typical duties and responsibilities of this role, we recognise that, no job role can remain static. We need to continue to evolve and be dynamic in order to support the needs of the business, so we require all of our staff to be flexible in their approach to their work.