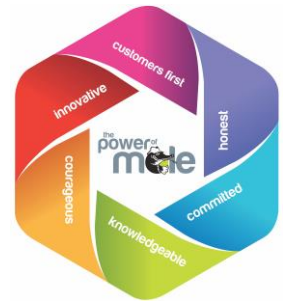


# Blends Coordinator



## Role Description:

Reporting to the Blends Manager you will support with the supply and sales of Blends to customers and prospects of Mole Valley Feed Solutions working with the field-based sales team and managers where required. This role will involve a strong degree of accuracy, as there will be a requirement to maintain an accurate day book, record notes. and update all relevant pricelists and spreadsheets.

## Your Responsibilities:

- Handle the day to day blend enquiries and leads that come in from customers, prospects and the sales team in a friendly and efficient manner
- Maintain an accurate day book and record notes on our business management system
- Formulate, set up and price blends to meet the nutritional requirements and needs of our customers using the formulations system
- Continually keep informed of the commodities market and pricing
- Maintain all relevant Mole Valley Feed Solutions pricelists, spreadsheets, and the pricing calculator
- Price any un-priced blend's liaising with the relevant salesperson
- Assist with all aspects of contract management
- To grow the sales of blends to existing Mole Valley Farmers members, and prospects by actively making outbound calls and build relationships
- Attend supplier and staff meetings when required in conjunction with Mole Valley Farmers product management team
- Support the Mole Valley Feed Solutions team and attend any promotional events or shows
- Help maintain and develop technical literature and sales aids in conjunction with the Head of Nutrition and the Marketing department
- Prepare articles for the Mole Valley Farmers and Mole Country Stores newsletters and submit them by the required deadlines
- Build and maintain a close working relationship with the key suppliers to meet the demands of the business
- Keep up to date on our competitor's activity and any trade development that may occur and report this to the relevant people
- Monitor monthly the sales performance and react accordingly
- Offer technical and nutritional support to our farm sales team and Alternative Feed Traders which could include some on farm calling as necessary
- When needed offer support to other products within the Alternative Feeds portfolio, such as mineral buckets and blocks and mini-bulk molasses



# Blends Coordinator



## Personal Specification:

Requirement
<b>Experience:</b>
Agricultural knowledge or experience
<b>Knowledge/Skills:</b>
Attention to detail
Strong numerical skills
Computer literate with a working knowledge of Microsoft Office package
Effective communication skills
<b>Personal Attributes:</b>
Ability to work under pressure
A flexible and adaptable approach and willingness to learn new skills

## Behaviours for the role and in line with The Power of Mole:

- **Customers First** – we are always approachable, friendly, and considerate to the needs of our customers
- **Honest** – we have an open way of working and are always respectful of one another
- **Committed** – we exist to serve and protect British agriculture and are committed to those who share our way of life
- **Knowledgeable** – we use our influential voice to create change and support our customers
- **Courageous** – we are passionate and creative people who feel confident to challenge others
- **Innovative** – we work collaboratively as a team to deliver solutions that make a difference

