

## **New Position - Distribution and Sales Co-ordinator**

The Watercress Company is a leading global salad producer and is seeking to employ an enthusiastic and motivated individual to join their office based sales/distribution team at Waddock Nr Moreton. The successful person will oversee a busy Distribution Centre employing up to 12 staff and working with the Supply Manager in co-ordinating and planning sales, sequencing transport and communicating with customers on delivery KPI's.

This is a challenging role and requires a high degree of organisation ability, excellent staff management, competent PC skills and a confident communication manner.

This is a new permanent role.

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### **Team objective**

- To provide a motivated, adaptable and efficient distribution department that provides an excellent service and well co-ordinated approach for TWC harvest teams in Dorset and Hants, Sales Team at Waddock and customers taking delivery of both wholesale and bagged produce. Manage a busy team in a motivated manner ensuring we have a reliable and adaptable team. Work closely with the Sales team to be able to assist at any stage in sales management from UK, Spain and USA.

### **Key Tasks**

- Maintain effective staff management within Distribution ensuring the correct skills are available during all operational hours. Manage staff hours to a budget and lead recruitment operations with assistance from HR department.
- Assist in coordinating transport solutions with sales and ensure customers are fully updated at all time on delivery times. Work alongside Harvest Managers to ensure crop harvest is on time and handling though the distribution centre is efficient and is co-ordinated with Harvest teams.
- Maintain a close understanding of quality and factors effecting rejections and Asty's.
- Transport logistics – ensure efficiency of scheduling, determine delivery sequences to maximise volumes per trip. Liaise with external transport hauliers to negotiate pricing for specific requirements.
- Assist in maintaining sales database to ensure complete and accurate information is available for management updates.

### **Remuneration**

- Salary will be according to experience and TWC are prepared to pay well for the right candidate
- Good opportunities for role development within business

Please apply in writing to Sara Anthony, The Watercress Company, Waddock Cross, Dorchester, Dorset, DT2 8QY