



CROPS ADMINISTRATOR VACANCY

Are you a resourceful team player with a high focus on providing an excellent standard of customer service who is keen to work in a friendly and dynamic environment for a successful, expanding organisation? Are you a highly organised, self motivated person with an excellent eye for detail, strong administration and Microsoft office skills; particularly word and excel; and the ability to assimilate new information quickly?

An exciting opportunity has arisen for a confident and proactive **Crops Administrator** to join this successful farming cooperative providing administrative support and essential back up to the Crops Purchasing team.

Fram Farmers is one of the UK's largest farmer-owned input purchasing and crop marketing Groups for professional arable and livestock farmers. We exist solely to serve and represent our significant Membership base, our goal being to provide them with an unequalled service, together with the very best value for money for the purchasing and crop marketing activities which we undertake on their behalf.

You will be responsible for a variety of activities including but not limited to:

- Assist with Member enquiries.
- Receive and place member orders on a daily basis.
- Ensure members are kept up to date with developments on new or alternative products as they become available.
- Work with the Crop Protection team to ensure effective forward planning to gain commitment and help negotiate more effectively.

To be considered for this position you will have a high standard of education, an upbeat, can do attitude and a good telephone manner. Previous experience in the agriculture industry is desirable but not essential.

In return for your ability to multi task and remain calm under pressure you will be rewarded with a competitive salary depending on experience/knowledge plus benefits, whilst gaining the opportunity to work within a progressive, career focused environment as part of a lively, professional team.

Own transport is desirable due to location. If you believe you have the necessary skills and experience for this vacancy, please apply today!