**Job Description**

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| **Job Title:** | Machinery Specialist / GFI Supervisor |
| **Department:** | General Farming Inputs (GFI) |
| **Reports To:** | GFI Manager |
| **Hours / Days:** | Monday to Friday  | 9.00 a.m. – 5.30 p.m.  | 37.5 hours per week |
| **Job Summary:** | Working to the Fram 26 strategy objectives, as part of the GFI team, with specific responsibility for the procurement of Agricultural Machinery / vehicles and related items, including finance on behalf of members at the best possible price and service. Support the GFI Manager with management and development of the GFI team. |

## Key Responsibilities & Duties

1. **Commercial Development**
* Identify new / alternative commercial opportunities, offering members a unique range of products and services that are not currently provided by the business.
* To participate in the growth of current volumes, turnover and surplus returned to the society.
* Encourage innovative input from members, staff and all other stakeholders.
* Actively develop strategic alliances with existing and new suppliers.
* Create and encourage cross-selling opportunities in the business
* Assist with negotiations with existing and potential suppliers for the most advantageous terms.
* Assist with the development of robust and competitive relationships with key suppliers and have a proactive approach when looking at new machinery products and services.
* Assist with the assessment and investigation of possible new suppliers and products in order to increase / improve service and terms to members.
* Help to Introduce and maintain an element of forward planning to gain commitment and help negotiate more effectively.
1. **Members**
* Work with the GFI Manager on strategic plans for Machinery including measures and milestones.
* Increase member commitment by offering truly unbiased advice.
* Ensure members are kept up to date with developments and new or alternative products as they become available.
* Provide and maintain a high level of service to the membership.
* To add value to Fram membership by designing offers in line with members requirements.
* Work closely with members to ensure offers are fit for purpose.
* Encourage member retention and grow the membership.
* Receive and place member orders daily.
* Attend member engagements as requested, which may require working outside normal working hours.
1. **Team Supervision**
* Monitor and encourage improvements towards standards of work via guidance, coaching and mentoring.
* Recommend training requirements, and further development plans where applicable.
* In the absence of GFI Manager, manage departmental diary including holiday, sickness and general day to day management of the GFI team.
* Support GFI Manager in efficient and harmonious running of the team.
1. **Administration / Quality Standards**
* Maintain accurate records of transactions with suppliers, member orders and supplier meetings.
* Deal with problems and complaints in accordance with standard quality procedures.
* Placing member’s orders on the system and with the correct supplier. Ensure the member ordering process from initial enquiry through to final invoice is carried out in a timely manner.
* Deal with invoice queries as required.
* Submit relevant information for insertion into the FF monthly newsletter and Purchasing News.
* Report achievements and activity to the GFI Manager on a monthly basis.
* Provide support to the fuel and building materials product areas as and when required including holiday / sickness cover and other periods of absence.
1. **General**
* Liaise with work colleagues as required.
* Maintain a professional attitude and promote the group wherever possible.
* Efficient diary management particularly when out of the office or hybrid working
* Participate in internal and external meetings as requested.
* Identify and meet personal job-related training and development as required.
* Undertake telephone liaison with relevant contacts.
* Raise profile of group by attending functions outside of normal working hours.
* Provide assistance in terms of general and specific business support as required.
* Maintain an awareness of the FF Quality System and report any suspicious / suspected breaches of security to the quality Assurance Co-ordinator.

**What Qualities Do I need?**

* The machinery market is your natural environment; you’ll be familiar with brands, dealerships, products and systems and display a passion to be immersed in and champion this sector
* Your commercial know-how will be sharp and opportunity-focused; the role’s success will hinge on your proactive approach to business: going the extra mile, upselling and highlighting the full portfolio of member benefits and services
* Excellent communication and interpersonal skills go without saying – you’ll display a strong relationship-building ability capable of successfully engaging with farming professionals in order to further develop business
* A good overall standard of IT literacy is required, and you’ll have strong competence in MS Office applications
* You’ll combine excellent team player characteristics (office-trained ideally) with self-motivation and initiative
* You should be in commuting distance to the Framlingham office

**Salary / Benefits:** negotiable depending on experience

 5% non-contributory pension

 22 days holiday

 Life Assurance

 Member Benefits

 Hybrid Working