



Supply Chain Team Member- Andover

Who are we?

A pioneer of organic home delivery, Abel & Cole is a brand famous for seasonal organic fruit & veg. Since 1988 we've built close relationships with other brilliant organic pioneers in order to deliver a wide range of fantastic organic food to people's homes across much of England. We represent a refreshing alternative to supermarket shopping, but without being worthy or preachy. No air freight, no silly packaging, no nasty chemicals – just great food produced by people who really love what they do. We deliver to around 40,000 households and we employ nearly 600 great people. We consider ourselves bold, irreverent, genuine, friendly and honest, and it is crucial that this comes across in everything we do.

Role Summary

Reporting to the Supply Chain Manager and acting as an ambassador for Abel & Cole this is a fantastic opportunity to join an award winning team that is passionate about delivering top quality, organic produce direct to the customer's door. Working alongside the Abel & Cole Buyers and other SCP team members, you will work as part of a team whose mission is to create a consistent supply of great quality products and maintain a respectful and mutually supportive relationship with our suppliers and other departments of Abel & Cole. This is a great opportunity for someone with previous administrative experience who is looking for something a little different. You will grow to be an integral part of how Abel and Coles supply chain works and be directly responsible for our customers receiving their produce on a weekly basis.

Here's what you'll be getting up to:

- Use the existing systems within Abel & Cole to accurately order required volume of products using sales and forecasting available
- Monitor unavailability and wastage. Contribute actively to reducing both and meeting targets
- Understand importance of 100% availability, including seasonal and promotional activities and investigate all instances of non- and short- delivery to determine with the supplier an agreed plan of action to prevent recurrence
- Monitor goods in transit, liaising with suppliers and hauliers to ensure that ordered products are delivered to the appropriate depot on time.
- Actively develop and maintain a professional, respectful, friendly and honest relationship with all Abel & Cole suppliers and other team members
- Respond promptly to all invoicing queries, liaising with team leader on queries.
- Assist with end of week/month procedures, including supplier credit claims
- Working with the Buyers to understand promotional plans and expected sales fluctuations
- Understand and follow the Abel & Cole buying policy.
- Take active part in regular feedback sessions where all members of the team: discuss buying issues openly and without prejudice.
- Co-ordinate with all departments to ensure any required information is available within necessary timescales.
- Ensure that category buyers are aware of potential problems as soon as they become apparent.



Here's what we are looking for:

- Computer literate, particularly in MS Office
- Stock Control & Planning experience an advantage
- Highly numerate
- Some experience in an administrative environment will be a benefit
- Strong team player
- Excellent communication skills, written and verbal
- Keen attention to detail
- Highly organised, methodical and tenacious
- Willingness and ability to travel between our Andover and Wimbledon office when required

What we offer

- This is a full-time position as we want to spend lots of time with your wonderful self – Monday – Friday, 37.5 hours per week. Flexibility may be required for weekend cover
- 30 days holiday per annum inclusive of bank holidays
- A free box of fruit and veg every week (It's pretty delicious!) alongside company discount of up to 35%.
- Cycle to Work Scheme.
- Grants for sport, performing arts, education and non-vocational courses.
- Contributory pension scheme

If you feel like you would like to apply to the above role, please send your CV and a short cover letter explaining your interest in the role to: careers@abelandcole.co.uk

Abel & Cole promotes equal opportunities for all employees regardless of sex, gender reassignment, marital status, sexual preference, race and nationality, national or ethnic origin, religion or creed, disability, age, responsibility for dependants, political views or trade union membership. We want our employees to develop their talents to the full for the benefit of all. Members of staff are expected to accept personal responsibility for keeping our workplace free from discrimination - a place where everyone is treated respectfully.