

About Us:

Fram Farmers is one of the UK's largest farmer-owned input purchasing and crop marketing groups, dedicated to serving and representing a significant membership base of professional arable and livestock farmers. Our goal is to provide unparalleled service and exceptional value for money in our purchasing and crop marketing activities.

Role Overview:

We are seeking a confident and proactive Crops Administrator to join our Crop Inputs team, specifically supporting our Crop Protection, Seed, and Fertiliser product areas. This role involves providing essential administrative support and backup, ensuring the efficient handling of member enquiries and orders.

Key Responsibilities:

- Receive and process member enquiries and orders daily, sourcing arable products at the best prices.
- Provide high-level service to meet members' expectations.
- Maintain accurate records of transactions with suppliers and members.
- Assist with data input tasks.
- Manage incoming calls professionally, redirecting or escalating as necessary.
- Evaluate and recommend improvements to processes and procedures for enhanced efficiency.

Required Skills and Attributes:

- Proven experience in administration and customer service.
- Experience in achieving purchasing efficiencies and high-quality administration.
- Excellent communication skills.
- Proficiency in Microsoft Excel and Word.
- Strong numeracy skills.
- Exceptional attention to detail.
- Organized, methodical, and rational approach to work.
- Ability to prioritize tasks effectively.
- Professional, positive, and reliable demeanor.
- Approachable with strong problem-solving skills.
- Commitment to delivering high-quality service.
- Ability to adapt to change effectively.

Desirable:

- Knowledge of agriculture (though not essential).

Join Us:

If you have experience in a similar role and possess the required skills, we encourage you to apply and become part of our successful Farming Cooperative business.

Benefits:

- On-site parking (own transport is desirable due to location)
- Unique Pension Scheme
- Unique sick pay scheme
- Life Insurance (death in service)
- Income Protection for long term illness
- Private Healthcare
- Fram Farmers Membership
- Cycle to Work Scheme
- Mindful Employer (24 hour helpline)
- Interest Free Personal Loan (up to £5000)
- Electric Car Scheme
- Birthday day
- Volunteering Opportunities