



Responsible Sourcing Administrator

Based at – Cirrus House, Paisley

First Milk is a British farmer-owned co-operative with a vision to create value for members by delivering long-term dairy prosperity and security. At First Milk we are proud of our multi award winning cheddars and as part of our strategy for continuous improvement and people development, we are now seeking to appoint a Responsible Sourcing Administrator based at our head office in Paisley.

This is a new role within First Milk which will assist the Responsible Sourcing Manager in the development of our First4Milk initiative which based on three core elements; animals, people & earth.

This role will give the opportunity to work right across the supply chain from farmers all the way through blue chip manufacturers and retailers such as Nestle and Tesco. Whilst office based the role may require the individual to attend meetings off-site.

Principle accountabilities of this role include:

- In conjunction with the office team, ensure the membership data is accurate and up to date.
- Manage the data platform, interrogation the data to deliver management information to the business
- Assist members in meeting the requirements of legislation, farm assurance and specific customer requirements. E.g. Tesco, Nestle
- Assist the Responsible Sourcing Manager in the delivery of projects to meet company objectives

Ideally the successful candidate will have previous experience/knowledge of dairy farming. Degree/HND level qualification (or equivalent) in agriculture or similar is desirable. A valid UK driving licence is essential.

The successful candidate should be a committed team player with energy and willingness to take responsibility. Analytical, agile and communicates clearly and seeks inputs regarding ideas, plans and priorities

We look forward to hearing from you!

Please send all CV's to recruitment@firstmilk.co.uk

Closing date – Friday 2 August 2019