



Rolee: Commercial Team Administrator

Location Dairy Ingredients, Ballaghaderreen, Roscommon

Aurivo Dairy Ingredients, Ballaghaderreen, Co Roscommon has an exciting opportunity for a Commercial Team Administrator to oversee the efficient administration concerning the overall export documentation of finished products and procurement of raw materials for the processing of milk powders for the export market. In this role you will also support the commercial and procurement managers in the overall process.

This is an exciting opportunity for an experienced administrator to join our team! Do you have strong communication skills coupled with excellent administrative skills?

ABOUT DAIRY INGREDIENTS

With a Turnover of nearly €200 million, Aurivo Dairy Ingredients is the largest business unit in the Aurivo group and is involved in the manufacture, sales and marketing of Butter and Enriched Milk Powders to customers in over 40 countries across the globe.

Aurivo is a large multi-purpose co-operative engaged in a wide range of activities including dairy processing, liquid milk distribution, animal feed milling, retail stores, garden centres, livestock marketing as well as sports nutrition. It employs over 640 people directly and provides jobs for many others in transport, distribution and services.

Responsibilities:

- Raising and issuing of Purchase Orders (PO's) upon successful conclusion of pricing tenders with various suppliers.
- Manage the procurement process on the Group's ERP system Microsoft Dynamics 365 from Purchased Order to GRN's.
- Creating and issuing of contracts where appropriate to suppliers regarding the procurement of raw material for milk powder processing.
- Monitor the flow of the product through the supply chain to ensure timely delivery and management paperwork in relation to this process i.e., reconciliation of delivery notes and invoicing and updating ERP system.
- Where imported raw materials attracts a tariff duty, ensure that all relevant paperwork and documents is completed correctly and on time to be filed with Revenue on monthly basis in relation to import duty taxes.
- Support the Commercial Managers by producing daily reports on Global and European market trends.

- Upon the successful completion of sale deals, draft commercial contracts for international customers for review and sign off by the Commercial Manager.
- Act as an intermediary between customers and storage facilities to ensure timely despatch of product to customer in line with contractual terms.
- Follow up with customers regarding payment for product.
- Follow up with customers to ensure all relevant export documentation is returned for filing with Revenue on a monthly basis in relation to import duty taxes.
- Ensure all records are up to date and accurate.
- Other duties as assigned including supporting Milk Payments Team and Logistics Co-ordination which will involve cross training in these areas.
- Foster strong working relationships with key internal and external stakeholders and team members.

Requirements

- Previous office administration experience in a fast-paced environment with several team members.
- Highly proficient on Excel and Reports.
- Self-motivated and highly energetic with the ability to work on their own initiative or as part of a team.
- Strong team and organisational focus with the ability to work under pressure.
- Knowledge of Microsoft Office Skills and experience of using ERP systems
- Analyzing Information, Professionalism.
- Problem Solving.
- Excellent customer service skills.
- Excellent communication skills with a continuous improvement mindset.

**Candidates should apply to Marilyn Phillips, Group Head of Human Resources,
Marilyn.phillips@aurivo.ie**