

Private Kill Co-ordinator

John M Munro Ltd.

We are currently recruiting for a Private Kill Co-ordinator within our Office & admin team based at our Abattoir in Dingwall. The position will involve being the first point of contact for Producers and Customers requiring information and bookings for our facility. You will oversee Private Kill product through our facility from Arrival to Despatch.

Main Duties.

- **Working in conjunction with Office, Production, abattoir and distribution. To ensure that we have capacity to meet the requirements of our customers.**
- **Communication our terms and conditions to customers.**
- **Communicate our current capabilities and manage customer expectation.**
- **Ensure that all information paperwork provided is present & correct.**
- **Work with Factory Manager and Butchery team to help plan in processing of product.**
- **Liaise with Despatch to ensure carcasses and butchered products are delivered back on correct days.**
- **Send off Weights/Grades/Spec of Cattle, Pigs & Lambs supplied where required.**
- **Inform customers of any non-conformances.**
- **Monitor current stock of private kill to ensure it is moved through the facility in a timely manner.**
- **Generate invoices and speak to customers to get payment.**
- **General other administration and office work.**

Your Skills & Experience.

- **A proven track record of strong communication skills and great customer service.**
- **Competent in the use of Microsoft Office.**
- **Experience in a scheduling role.**
- **Previous knowledge of butchery or agriculture would be advantageous.**

Pay: £25k-£28k per year.

Hours a week: 35 hours. Monday to Friday. 8am to 4pm.