



## Job Description – Supplier Technologist

**Date:** 24/06/2021

**Salary:** £28,000 - £34,000 per annum (DOE)

**Location:** Newport, Shropshire

**Duration:** Permanent

**Hours:** 8am – 5pm Monday - Friday

**Line Manager:** Technical Director

**Direct Reports:** n/a

**Interview Process:** CV and cover letter application, telephone screen, face to face interview stage

**Scope of Role:** Reporting to the Technical Director, you will manage all technical documentation and maintain the document database including but not limited to: Ethical (SEDEX, SMETA, Grasp), GAP (Global GAP, Primus), Packhouse (BRC, TMPS, TFS), Residue analysis, PPPLs, varietal information, etc.

Experience in dealing with large amounts of information, databases and pursuing individuals for information is essential. Attention to detail, good planning and perseverance are qualities that you must have to be able to excel in this role. The person in role will apply our brand guidelines and values to positively contribute to the overall vision and mission of the company.

### Responsibilities:

- Maintain records database with all Technical information collated within the operation, particularly regarding supplier information, in terms of due diligence
- In conjunction with the other Technologists, maintain updated records in external customer systems (TTL, Qadex etc.)
- Ensure customer and supplier specifications are kept up to date and in a simple and consistent manner
- Assist the UK Technical Manager during audits and visits and deputise when necessary
- Lead traceabilities during both internal and external audits
- Ensure that residue analysis samples are collected in a timely manner (if needed) and results are kept in a coherent database
- Ensure that supplier due diligence information is obtained in a timely manner, is correct, complies with legal, ethical and customer requirements and is collected according to a coherent risk assessment which is kept up to date
- Ensure the integrity of information that feeds the Technical dashboard (CPMU, QSL, Internal auditing scores, shelf life, and supplier DD information)
- Production of reports for senior management

- Maintain and manage the contractual documentation of growers signing up for our exclusive varieties in conjunction with their DD information.
- Develop grower transparency using existing and new technology.

### Requirements:

- Educated to Degree level in Science, Agriculture, Food Science, Manufacturing, Engineering or similar
- Highly organised and disciplined individual
- Above average practical understanding of IT systems, data analysis and Microsoft excel
- Excellent communication and influencing skills, the knowledge of a significant second language would be advantageous
- Ability to react quickly in difficult technical situations, traceabilities, unannounced visits, but also the ability to think strategically and work towards achieving the company mission

### Who we are:

Jupiter Group are one of the fastest growing and exciting businesses within the fresh produce industry. The company have customers and suppliers across the world with ambitious plans for growth.

Privately owned with continually strong financial performance Jupiter Group are looking for a Supplier Technologist to join the company.

Based at our Head Office in Newport, Shropshire, this position would manage all documentation and databases associated with legal compliance.

Growing product in four continents, the company have invested in growing partnerships which lead the world as a supply chain model within fresh produce.

The company are continually investing in leading technology and are working with great success towards a totally paperless working environment.

A positive company culture and values are extremely important and must be upheld by any applicant.

As a fast-paced international business who are continually growing and developing, we nurture a culture of self-motivated, hardworking and honest individuals.

We have clear company values that we encourage our people to live by. It is important that applicants can uphold these values.

- **Integrity** - act with good character, ethics and morals
- **Trust** - build your relationships on trust
- **Openness** - talk straight, communicate well, and be open to new ideas
- **Respect and patience** - be tolerant, good natured and understanding
- **To help others** - make a difference to others lives in a positive way
- **Work hard and enjoy life** - contribute and enjoy your role
- **Recognise success** - when praise is due say 'well done'
- **Continual improvement** - always strive to do a better job

**Benefits:**

- 21 days holidays + Bank Holidays
- Performance Related Pay Incentive Scheme
- Relaxed Dress Code
- Relaxed Multi Cultural environment
- Walking distance to local amenities
- Informative staff app with localised benefits
- Full domestic kitchen on site for all employees to use

**NOTICE:** please refer to the **Data Privacy Statement** on our website footer at [www.jupitermarketingltd.com](http://www.jupitermarketingltd.com) to access information on how we will process, store and delete your personal data should you apply for a position within the Jupiter Group.

**PLEASE NOTE:** We request two reference contacts with your application for this role. If you do not wish for referees to be contacted prior to a job being offered, you must clearly indicate this within your application.