

**Name of Employer:** Provenance Partners LTD

**Vacancy Type:** Full time – Permanent

**Full-time/Part time :** **Shift Pattern: Rolling 4 days on 4 days off (once training completed) Training 6-9months 5 days/week 0730hrs – 1730hrs**

**Start date:** TBC

**Background:** We work with a global network of International and UK Produce growers across a range of formats and ingredients. Working within a small flexible and agile team at Provenance will give you exposure to all areas of the business as well as focusing on the Supply Chain function. As a team we have extensive experience in Fresh Produce and are experts in what we do allowing us to stay relevant in a very competitive industry. At Provenance we are committed to delivering the highest standards of service and quality of Produce to our customers and supply partners. This gives you real time at pace decision making and autonomy on decisions for your customers. Each day will be different and allow you to develop and enhance your skills. You will grow to become the supply chain expert for your accounts with the support and training required to make you a success.

**The Role:** Supply & Sourcing Manager - Our customers, ingredients and suppliers are the core of everything we do at Provenance. The main purpose of this role is to ensure the smooth transition of product from our grower/supplier through to the end customer. It covers grower/supplier relationships, logistics and operations to deliver customer requirements with clear communication throughout.

#### **KEY RESPONSIBILITIES**

- Manage stocks and supplier orders and communicate with growers/suppliers in a timely manner on a daily basis
- Manage daily customer orders to ensure high service levels
- Prepare daily freight plans so product is arriving in time to fulfil orders
- Work closely with commercial and technical teams to manage any changes from the customer and supplier base
- Communicate with customers on any changes or supply chain issues on a daily basis
- Communicate availability – react to shortages and excess crop – communicate in a timely manner
- Work in collaboration with suppliers to overcome any supply or quality issues.
- Issue pick sheets and label sheets to our service provider to ensure the correct product is despatched to each customer
- Work with freight handlers to ensure efficient delivery of product in a timely manner
- Keep data on the MRP system updated with any changes (eg, prices, weights)
- Work with all departments in the business to achieve weekly KPI objectives and be the expert within the business regarding all things supply chain for your customer
- Check supplier and customer invoicing and ensure all customer debit notes are addressed and actioned on time and at pace
- Prepare weekly forecasts for growers
- Support with the preparation of grower crop programmes
- Assist with the planning and delivery of customer promotional volumes

<b>Degree:</b>	Minimum requirement e.g. 2:1
<b>Permanent/temporary:</b>	Permanent
<b>Location:</b>	Unit 2.01   Clerkenwell Workshops 27-31 Clerkenwell Close   London EC1R 0AT
<b>Personal requirements:</b>	<ul style="list-style-type: none"><li>• Strong numerical skills</li><li>• Excellent attention to detail</li><li>• Good negotiation and verbal reasoning</li><li>• Concise and clear communication skills (verbal and written)</li><li>• Effective planning skills</li><li>• Problem solving and ability to find solutions</li><li>• Ability to work under pressure with tight deadlines</li><li>• Follow established processes in an accurate manner</li><li>• Ability to prioritise work in a fast moving industry</li></ul>
<b>Other requirements:</b>	
<b>Salary/Package:</b>	£30,000
<b>How to apply:</b>	Please email CV and covering letter to <a href="mailto:Adam.Hill@provenance.co.uk">Adam.Hill@provenance.co.uk</a>
<b>Contact Name and Position:</b>	Adam Hill – Commercial Director
<b>Email Address:</b>	<a href="mailto:Adam.Hill@provenance.co.uk">Adam.Hill@provenance.co.uk</a>
<b>Telephone Number:</b>	M: +44 (0) 7795682093
<b>Closing Date for applications:</b>	31/07/2025