

Job Opportunity: Sales Administration Manager

Location: Forfar (Eassie), Angus, Scotland

Application Deadline: Friday 26th September 2025

Apply: alexmoore@agrigo.co.uk

Agrico UK Ltd is a leading supplier of high-quality seed potatoes, dedicated to supporting growers and partners through innovation, sustainability, and exceptional service. As part of the internationally renowned Agrico group, we combine global expertise with a local approach to shape the future of agriculture in the UK and beyond.

We are currently seeking a **Sales Administration Manager** to join our team in Forfar. This is a key role supporting our Sales and Commercial functions, ensuring the efficient and professional handling of all administrative tasks related to our seed potato sales operations.

What You'll Be Doing

- » Processing and managing sales orders through our ERP system
- » Providing professional customer support, including order updates and delivery coordination
- » Preparing sales documents: invoices, delivery notes, confirmations, export paperwork
- » Managing import sales: liaising with suppliers, customs agents, and coordinating deliveries
- » Coordinating dressing instructions and working closely with production teams
- » Monitoring stock levels with logistics and warehouse teams
- » Supporting reporting and data management, including forecasts and performance metrics
- » Maintaining ERP customer records and supporting system development
- » Gathering customer and market insights to assist strategic sales efforts
- » Ensuring compliance with internal policies and industry standards

What We're looking for

- » Proven experience in sales administration, logistics coordination, or customer service
- » Excellent organisation and time management with strong attention to detail
- » Confident user of Microsoft Office; experience with ERP systems is advantageous
- » Strong communicator with a proactive, customer-focused mindset
- » Ability to work independently and collaboratively in a small team
- » Understanding of the agricultural or food supply sectors is a bonus

The Role Offers

- » A full-time, permanent position
- » Office-based in Forfar (Eassie), with occasional visits to customers or events
- » A competitive salary based on experience, plus benefits package
- » The opportunity to play a key role in a dynamic and supportive environment, contributing to a vital sector

How to Apply

If you're ready to grow your career with a company rooted in innovation and agricultural excellence, send your CV and cover letter to: alexmoore@agrigo.co.uk
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Say potato,
say **Agrico.**

