

## Job Advert

**Job Title:** Supply Chain Co-Ordinator  
**Reporting to:** MP&L Manager  
**Role Objective:** To be responsible for the data & forecast management on a day-to-day basis for a defined range of Sub Con suppliers & those suppliers' parts to support production operations.

### Key Responsibilities:

- Timely ordering, expediting, communicating and negotiating with production material suppliers to ensure the needs of the business are met to support on-time, in full, to cost, customer deliveries.
- Manage operations and forecast data on a day-to-day basis for a defined range of suppliers & supplier parts.
- Interact with internal departments and Sub con suppliers to ensure the successful delivery of product to meet availability & company objectives.
- To achieve 'High Availability' & 'On Time and In Full' (OTIF) figures combined with a continuous improvement environment that challenges current practices in order to drive business & customer service improvement whilst controlling the stock values in line with business objectives where a 'Right First Time' approach is a way of life.
- Engaging cross-functional teamwork and effective communication to delivering these business goals.
- Total responsibility from the start to end of the Sub-Con process for material supply.
- Provide supplier performance monitoring, identifying and leading improvements for the business.

### The candidate

- Previous experience working in a Supply Chain role within a manufacturing environment.
- Ability to address issues proactively and responds to routine issues with minimal direction.
- Excellent communication skills both verbal and written.
- Able to chase and confirm lead times with sub-contractors effectively, establishing delivery dates.
- Computer literate – Must have a high level of excel knowledge.
- Knowledge of systems. (MRP/ERP).
- Ability to work on own initiative.
- Good level of analytical skills.
- Ability to prioritise and build relationships with key contacts.
- Adopts a "customer comes first" philosophy.
- High accuracy with good attention to detail and ability to spot errors quickly.
- Flexible when required to support the business needs.

### Hours:

Monday to Thursday: 07.00 – 16.00  
Friday: 07.00 – 12.00

To apply, please send your CV to [Vacancies@Alcon.co.uk](mailto:Vacancies@Alcon.co.uk)  
Closing date: 26<sup>th</sup> August 2022