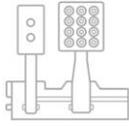


Vacancy

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 suppliers & those suppliers' parts to support production operations.

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.
- Setting up of system data to include re-order levels, lead times, review periods, replenishment cycles & forecast entries by being analytical with recent history & forthcoming events & being empowered to challenge suggestions.
- Interact with internal departments 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 practises 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.
- Ensuring that product progression is met, reacting to operational issues to maintain planned launch dates with a focus to respond to changes in demand & supply to maintain a commercially responsive flow of goods through active management of the supply chain.
- To ensure appropriate stock levels are managed across the various sites to provide the 'Right Stock' at the 'Right Time'.
- Total responsibility from the start to end of the process for material supply.
- Provide supplier performance monitoring, identifying and leading improvements for the business.



Specific Function Roles

Frequency

Product ordering & sub-contract packing requirements.

Daily

To produce an order schedule by supplier which considers the following:

1. To confirm in this process the forecast values appear accurate & to take responsibility to amend & seek confirmation if appropriate.
2. Be able to obtain, understand and action the forward plan by product and be able to demonstrate logic. To conduct a 'Sense Check'.
3. To consolidate requirements depending on the quantities & value, to assist in the ordering & receipt process both for the business & the demands of suppliers, & change settings if appropriate.
4. To maintain a continuous supply of product with consideration of the due date, method of transport & / or alternative supply to meet the supply chain requirements & to challenge supplier lead-times where necessary.
5. To administer purchase orders by confirming that the order acknowledgements are checked to the original order, challenged & / or amended as appropriate with workings clearly shown, signed off as checked & then filed appropriately.
6. If purchase order prices are found to differ on the acknowledgements, advise Purchasing so that price file amendment / supplier is challenged as appropriate.

Expedite overdue orders & manage outstanding purchase orders.

Daily

1. Pro-active in confirming purchase order receipts.
2. Reviewing the outstanding purchase orders – commencing with overdue, orders due imminently, then total outstanding purchase orders.
3. Having a rolling 'week forward' attitude to purchase orders due.

Review forthcoming shortages – 'potential stock-outs'.

Daily

Manage documentation for product deliveries.

Daily

To maintain a focus on stock values.

Daily

Resolve invoice queries relating to purchase orders.

Daily

To communicate product availability failures by use of the operating system. However, if this information is not yet entered, a prompt & professional response is required with a goal of zero failures.

Daily

Run & action where necessary the 'Excess Stock' reports.

Weekly

Run & action where necessary the 'Surplus Order' reports.

Weekly

Extract forecast & suggested ordering information by supplier into 'Excel' & examine the data.

Monthly

Where demand is 're-order' driven, that these are reviewed regularly.

Quarterly

Control costs by taking into account carriage paid orders, method of carriage (airfreight, sea-air, sea), & storage charges.

Daily