

Role Title Supply Chain Administrator
Profile creation May 2016
Department Supply Chain - (Logistics Division)
Reports to Supply Chain Manager

Laithwaite's
..... WINE

Overall Job Purpose

Laithwaite's Wine handles over 6000 purchase orders per year. The Supply Chain Administrator is responsible for supporting the Supply Chain function and owning various aspects of reporting and analysis for inbound freight with some overlap to the logistics division as a whole. The Supply Chain Administrator will work in close liaison with the Logistics Planner and Supply Chain Co-ordinators and beyond the Supply Chain team with the Distribution Centre, Finance and freight forwarders. There is also potential opportunity for the Supply Chain Administrator to take on supply co-ordination for one of the smaller trade lanes and thus also have interaction with part of our supplier base.

Key Responsibilities

- Freight invoice approval
- Co-ordinate Purchase Orders for stock from UK bottlers
- Issue demand forecast to suppliers
- Forecast expected goods receipt levels and storage space availability
- Report on stock in our warehouse reserved for Direct Wines' international markets
- Shortfalls analysis and reporting
- Close support and absence cover for the Logistics Planner, including:
 - Article, vendor & contract data maintenance
 - Internal orders
 - Weekly creation of Supply Planner report for Supply Team
 - Purchase Order checks, including receipt acknowledgement from freight forwarders
 - Freight cost maintenance and analysis
- Support the rest of the Supply Chain Team and Logistics function as required, including:
 - Absence cover for purchase order progress-chasing
 - Opportunity to own progress-chasing for a minor trade lane.

Qualifications

Preferred

- Educated to degree standard or equivalent

Experience

Preferred

- Administration, planning, reporting and/or analysis within a commercial environment
- Supply chain or logistics
- System knowledge of SAP, Microsoft AX or Business Objects

Personal Qualities and Skills

- High level of numeracy
- Intermediate to advanced level understanding of Excel spreadsheets
- Strong attention to detail, accurate and thorough
- Able to communicate effectively at all levels
- Well organised with the ability to prioritise and manage own time and workload to meet deadlines
- Reliable
- Self motivated
- Good team player