

<b>Position Title</b>	Supply Chain Coordinator
<b>Reports To</b>	Supply Chain Manager
<b>Overall Job Purpose</b>	<p>The Supply Chain Team is responsible for purchase orders from creation through to delivery at our UK warehouse. We place 7,500 purchase orders per year, totalling 2.5 million cases of wine across 2000 product lines, and we deal with over 350 suppliers from more than 20 countries around the world.</p> <p>Each of the 4 Supply Chain Coordinators is primarily responsible for a set list of origin countries.</p> <p>It is our job to order the right quantity of the right stock and get this to our warehouse at the right time and within budget.</p> <p>Good relationships with our suppliers are vital and a key focus of the Supply Chain Co-ordinator is to ensure that our producers, agents and freight forwarders do everything possible to help us meet our goals.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Analyse stock and future demand to identify potential breaks in supply and calculate the purchase order requirement.</li> <li>• Liaise closely with the Merchandising Team before finalising the purchase order plan.</li> <li>• Amend existing purchase orders, or create new orders, in line with your order plan.</li> <li>• Notify the business if the break in supply cannot be avoided, or if the logistics cost is above budget.</li> <li>• Optimise stock availability, whilst minimising costs of transport, storage and stock value.</li> <li>• Ensure that suppliers and forwarders have received our purchase order instruction; that they provide the information we need (ready dates, collection dates, delivery dates, etc); and that orders then arrive in time for their intended promotion.</li> <li>• Accurately and promptly maintain the relevant system data upon which we and other areas of the business rely to make decisions, and effectively highlight significant issues.</li> <li>• Liaise with the Buyers and Merchandisers, to resolve availability problems, and with Distribution Centre staff regarding deliveries.</li> <li>• Assist the Finance Department with invoice queries.</li> <li>• Provide support and cover for the other members of the Supply Chain Team.</li> </ul>

<p><b>Qualifications and Skills</b></p>	<ul style="list-style-type: none"> <li>• GCSEs, or equivalent, to include Maths and English.</li> <li>• A-Levels, or equivalent</li> <li>• Demonstratable experience in a similar operational environment.</li> <li>• Strong preference for experience in a supply chain role, preferably international.</li> </ul>
<p><b>Personal Qualities and Skills</b></p>	<ul style="list-style-type: none"> <li>• Strong literacy and numeracy</li> <li>• Clear and concise written and verbal communication skills. Good telephone manner.</li> <li>• Fluent spoken English.</li> <li>• Another relevant language, e.g. Spanish, is an advantage but not essential.</li> <li>• Problem solving, including number-based calculations.</li> <li>• Strong capacity to assimilate information from multiple sources.</li> <li>• Good Microsoft office. Intermediate to advanced Excel.</li> <li>• Confident, approachable personality that suppliers will appreciate and respect.</li> <li>• Tactful powers of persuasion to ensure suppliers and forwarders meet our demands.</li> <li>• Reliable under pressure, able to concentrate in a busy environment and thoroughness against time deadlines.</li> <li>• Well organised with the ability to prioritise and manage own time and workload.</li> <li>• Attention to detail.</li> <li>• Keen to investigate problems and find solutions.</li> <li>• Appetite for continuous improvement.</li> </ul>
<p><b>Reviewed</b></p>	<p>March 2020</p>