

DIRECT WINES

Direct Wines Role Profile

Position Title	Supply Chain Coordinator
Reports To	Supply Chain Manager
Overall Job Purpose	<p>The Supply Chain Team is responsible for placing orders with our suppliers to the receipt of goods at our UK warehouse and everything in between.</p> <p>We deal with over 350 suppliers from 16 countries around the world. We place 7,000 purchase orders per year, totalling 4 million cases of wine across 2000 product lines.</p> <p>It is our job to get the right quantity of the right stock to our warehouse at the right time and within budget.</p> <p>Each member of the team is responsible for specific wine regions or countries.</p> <p>Good relationships with our suppliers are vital to the smooth running of the supply chain. The focus of the Supply Co-ordinator is to ensure that our producers, agents and freight forwarders do every-thing possible to allow us to give our customers outstanding service.</p>
Key Responsibilities	<p>Analyse stock, future demand and the latest information from suppliers and transporters to identify potential breaks in supply for the countries/regions in your portfolio.</p> <p>Resolve the breaks in supply by amending existing purchase orders or by creating new orders. If not possible or too costly to resolve, notify the business.</p> <p>Optimise stock availability, whilst minimising costs of transport, storage and stock value – all weighed up against the affect a break in supply would have on customers.</p> <p>Ensure that suppliers and transporters have received our purchase order instruction; that they provide specific information when we need it (ready dates, collection dates, delivery dates, etc); and that orders then arrive in time for their intended promotion.</p> <p>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.</p> <p>Liaise with the Product Availability team, Buyers and Merchandisers, to resolve availability problems, and with Distribution Centre staff regarding deliveries.</p> <p>React to delivery discrepancies. Co-ordinate insurance claims for stock missing or damaged during shipment. Assist the Finance Department with invoice queries.</p> <p>Provide support and cover for the other members of the Supply Team.</p>
Qualifications	<p>Literate. Good numeracy skills. GCSEs, or equivalent, to include Maths and English.</p> <p>Good spoken and written English. Other language skills, e.g. spoken Spanish, French or Italian, is an advantage.</p> <p>PC literate.</p>

Experience	Work experience to indicate competence in an operational environment, though previous experience in a similar role is not essential as full training is provided.
Personal Qualities & Skills	<p>Confident, approachable personality that suppliers will appreciate and respect.</p> <p>Good telephone manner. Concise written and verbal communication skills.</p> <p>Tactful powers of persuasion to ensure suppliers and transporters meet our demands.</p> <p>Reliable under pressure and able to concentrate in a busy environment.</p> <p>Well organised with the ability to prioritise and manage own time and workload.</p> <p>Strong capacity to assimilate information from various sources.</p> <p>Attention to detail, accurate data entry and thoroughness against strict deadlines.</p> <p>Keen to investigate problems and find solutions.</p>