

## JOB DESCRIPTION

### Supply Chain Coordinator

**Fortus** is Europe's fastest growing Security & Fire Distributor, trading across the UK & Ireland within key industry verticals of CCTV, Intruder, Access, and Fire products. We have a 14-branch network across UK & Ireland and are the only distribution Company in the sector to offer a complete "end-to-end" security solution including **RE:SURE** CCTV monitoring. In 2022, **SSP** - Suppliers of high-quality Access Control and Gate Automation products - became part of the **Fortus Group**.

We are currently looking to expand our Procurement Team at Letchworth. The team exists to purchase stock and maintain necessary stock levels for the group's customer base and branch trade counters. The role of the Supply Chain Coordinator will require a good understanding of the nature of the business. This is a key role managing the availability of stock lines, monitoring purchase orders and actively progressing deliveries to ensure supply is in line with service level agreements and customer expectations.

#### The Role & Key Responsibilities:

- **Planning & Forecasting:** Support the Procurement Team UK in forecasting and planning to ensure there is enough stock within the network to fulfill orders and maximise sales
- **Reporting and Analysis:** Run reports using Inventory Forecasting system and create purchasing reports. Regular undertaking of analysis to react to sales and stock holding
- **Product Management:** Maintain product codes, add new codes, discontinue EOL products, liaise with the marketing department to ensure the website reflects current stock.
- **Purchase Order Processing:** Raise and place orders with suppliers making sure all pricing and delivery dates are accurate and updated upon supplier notification. Chasing suppliers for back ordered stock and expediting stock where possible

#### Skills and Qualifications

##### Knowledge, Skills & Experience Required:

##### Essential

- Minimum of two years purchasing/ analyst experience
- Strong analytical and numerical skills
- Great attention to detail. Providing accurate and consistent high quality of work.
- Advanced knowledge of Microsoft Office, particularly excel and the ability to learn new systems quickly.
- Excellent customer service, ability to maintain high levels of customer satisfaction.
- Ability to work well in a team, create positive working relationships and build rapport quickly with people at all levels and from different backgrounds.

##### Desired

- Experience using Inventory/Forecasting systems.
- Experience within distribution preferable but not essential.
- Experience within a technology-based or security industry.
- Strong problem-solving skills, actively supporting new initiatives and tries different ways of doing things.

**What we can offer you:**

This is a permanent full-time role. You will be working in the Letchworth office 08:30 – 5:00pm Monday to Friday, 40 hours per week.

- Competitive Salary
- 20 days annual leave plus bank holidays
- Auto-enrolment pension scheme
- On-site parking

**No Agencies Please** - We thank you for your interest in working with Fortus, however, we will not pay fees or acknowledge any CV's supplied to Fortus unless you have been briefed on the role by our HR Team.