

JOB DESCRIPTION

Job Title	Supply Chain Coordinator	Department	Procurement
Reporting Manager	Jessica Popa, UK/Ireland Procurement Manager	Hours	Fulltime/Office Based
Location	Letchworth Office	Date	01/09/2023

GROUP AND JOB PURPOSE

Department/ Team	Procurement
Department Purpose	The Procurement team exists to purchase stock and maintain necessary stocklevels for the group's customer base and branch trade counters. The team also provides pricing, lead times, product specifications etc for the sales team, requiring good relationship management with all the company's supply base.
Job Purpose	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 stocklines, monitoring purchase orders and actively progressing deliveries to ensure supply is in line with service level agreements and customer expectations.
Key Relationships (Internal & External)	Internal: Procurement Team and Warehouse
# of Direct Reports	0

RESPONSIBILITIES

Key Responsibilities (KRs) job holder is accountable for:	Key performance indicators (KPIs). Job holder is successful when:
Planning, Forecasting & Reporting	<ul style="list-style-type: none"> Support the Procurement Team UK in forecasting and planning to ensure there is enough stock within the network to fulfill orders Run reports using Inventory Forecasting system and create purchasing reports.
Product Management	<ul style="list-style-type: none"> Maintain product codes, add new codes, discontinue EOL products, liaise with the marketing department to ensure the website reflects current stock.
Purchase Order Processing	<ul style="list-style-type: none"> 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.

This job description has been designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities and qualifications may vary. Fortus UK are an equal opportunities employer and does not discriminate against individuals on the basis of race, gender, age, disability, religion, belief, sexual orientation or marital status.

SKILLS & ATTRIBUTES		
Competency/ Job Skill Attribute	Proficiency Level	Description
Planning & Organising	Intermediate	<ul style="list-style-type: none"> • Takes personal responsibility for own work and accountability for agreed actions. • Priorities resources and activities in line with business requirements. • Ability to handle multiple demands and competing pressures. • Utilises time management techniques to stay on top of deadlines/ projects. • Logically and analytically minded
Communication Skills	Intermediate	<ul style="list-style-type: none"> • Able to communicate key facts and information in a concise and confident manner. • Actively listens to others and checks that messages have been understood. • Can flex communication style to their audience
Delivering Excellent Service	Intermediate	<ul style="list-style-type: none"> • Looks for ways to continuously improve results or outcomes to increase customer satisfaction
Problem Solving	Intermediate	<ul style="list-style-type: none"> • Break down work issues, seeking further information if necessary. • Makes suggestions and implements improvements to personal work processes. • Actively supports new initiatives and tries different ways of doing things
Attention to Detail	Experienced	<ul style="list-style-type: none"> • Checks for errors to ensure work is delivered to a high standard first time. • Provides accurate, consistent attention to detail • Follows up to ensure quality of work product and/or actions are completed.
Building & Managing Relationships	Intermediate	<ul style="list-style-type: none"> • Develops and maintains positive working relationships • Builds rapport quickly with people at all levels and from different backgrounds

PERSON SPECIFICATION		
	Essential /Desirable	
Experience	Essential Desired	<ul style="list-style-type: none"> • Minimum of 2 years purchasing experience • Experience within distribution preferable but not essential • Previous Experience using Inventory/Forecasting Systems
Knowledge, Skills & Abilities	Desired Desired Desired	<ul style="list-style-type: none"> • Must have advance knowledge of Microsoft Office and the ability to learn new systems quickly • Experience within a technology-based or security industry