



## Job Description

Post:	Supply Chain Assistant
Responsible To:	Procurement & Supply Manager
Work arrangement:	40 hour week, 1 day per week working from home
Salary range:	£25,000-£28,000

### Main Purpose

To assist and support the Procurement & Supply Manager with the supply chain function, ensuring that our promise of '*right goods, to the right place, at the right time*' is achieved and that we can deliver an exceptional customer experience by having reliable and innovative products in stock for next day delivery.

### Duties & Responsibilities

- Raising and placing Purchase Orders with suppliers on a daily basis
- Primary management of the Purchasing mailbox
- Reconcile supplier invoices as required with Purchase Orders on a daily basis
- Analyse demand and create supply forecasts and product usage using the stock forecast system
- Support the Procurement & Supply Manager in negotiating with suppliers for the best price on products
- Follow up Purchase Orders and chase through deliveries
- Use agreed metrics to monitor supplier performance
- Ensure suppliers comply with delivery requirements
- Perform a daily stock reconciliation between internal and external (3PL) stock management systems
- Track and manage freight arrangements for Import Purchase Orders
- Manage 'manufactured' product creation with the warehouse
- Work with the warehouse to investigate and deal with any issues in respect of stock
- Manage quarantined and excess stock profiles to maintain healthy stock profile
- Build and maintain professional relationships with suppliers
- Keep within set departmental budgets
- Ongoing liaison with other teams in the business regarding product availability and data, etc
- Primary management of non-stock product enquiries
- Create new suppliers and products in the system and share relevant information with the warehouse
- Manage the receipt of inbound returns in the system
- Manage the supply of boxes and consumables for the warehouse
- Manage and resolve warehouse integration errors
- Undertake necessary associated admin duties on a daily basis
- Keep informed of and maintain the key details e.g. product specification, supplier contact details, key suppliers, deliveries (expected or required), etc
- Produce reports on a daily/weekly basis and as required

### Software & Systems

- Orderwise ERP
- Eazystock Inventory Forecasting
- Excel
- Smartsheet