

<i>Role Title</i>	Supply Chain Administrator
<i>Profile update</i>	June 2019
<i>Department</i>	Supply Chain
<i>Reports to</i>	Supply Chain Manager

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### **Overall Job Purpose**

The Supply Chain Administrator is responsible for supporting the Supply Chain function through co-ordinating supply, cover for Supply Co-ordinator absence, data maintenance and issuing reports. The Supply Chain Administrator will work in close liaison with the Logistics Planner and Supply Chain Co-ordinators and beyond the Supply Chain team with the Distribution Centre, Merchandising, Buyers and Global Planning as well as some interaction with freight forwarders and suppliers.

### **Key Responsibilities**

- Ownership of at least one supply trade-lane to include calculation of what to order, placing and amending purchase orders and progress chasing those orders with suppliers and freight forwarders through to delivery.
- React to issues raised by Goods-In.
- Cover for Supply Co-ordinators – key function as per bullet points above.
- Help maintain product, supplier, contract and purchase order data on system.
- Issue Demand Forecast Report to suppliers.
- Produce goods receipt and storage capacity projection.
- Support the Supply Chain Manager and Logistics function as needed.

### **Qualifications**

#### Preferred

Educated to degree standard or equivalent

### **Experience**

#### Beneficial

- Admin, planning or reporting within a commercial environment
- Logistics, especially international supply chain / freight forwarding
- Use of Microsoft Dynamics AX or Business Objects

### **Personal Qualities and Skills**

- High level of numeracy
- Intermediate to advanced level understanding of Excel spreadsheets
- Good attention to detail; accurate and thorough under pressure
- Able to communicate effectively at all levels
- Well organised with the ability to prioritise and manage own time and workload to meet deadlines
- Eagerness to investigate problems and explore potential solutions
- Reliable
- Strong team player