

SUPPLY CHAIN COORDINATOR

Location: Commotion Ltd, Commotion House, Morley Road, Tonbridge, Kent TN9 1RA
Department: Supply Chain / Purchasing & Logistics
Report to: Supply Chain Manager
Salary: dependent on experience
Hours: 08.30 – 17.00 Monday to Friday
Benefits: 20 days annual leave plus bank holidays; Workplace Pension Scheme; Group Life Assurance Scheme; Company Permanent Health Insurance Scheme

Main Objective:

- Provide coordination and support to all aspects of the company's Supply Chain, Purchasing, and Logistics
- Coordinate with suppliers to arrange timely production and shipment of orders, and freight forwarders and 3PL warehousing providers for receiving and storing goods
- Processing and maintaining IT system goods receipts, movements, adjustments and arrival times
- Assist the role of the Supply Chain Manager

Primary Duties & Responsibilities:

Supplier Relations / Management

- Assist with generating and conveying predetermined orders to international suppliers for organising production
- Arrange supplier payments for advance deposits, and balances upon completion of order
- Chase overdue purchase orders and shipment booking status, expedite urgent products as required
- Respond to supplier queries, problems and issues. Notify suppliers of problems and issues
- Check and approve vendor invoices

Freight Logistics

- Liaise with freight forwarders to approve costs and schedules, log and track inbound international shipments, check and authorize invoices
- Ensure correct shipment documents for each movement, and tariff information for all products, is provided to clearance agents to comply with customs requirements
- Oversee warehouse packing instructions, shipping documentation creation, and freight arrangements of stock movements between Commotion's multiple sites

Stock Control & System Maintenance

- Process accurate goods receipt quantity into company IT system, and apply supplemental landed costs to goods by posting/assigning additional invoices to the relevant shipment
- Maintain accurate records of inbound goods to align with financial and customs compliance requirements
- Investigate and correct noticed stock discrepancies, assist with organisation of stock counts
- Routinely check and maintain IT system with accurate expected arrival dates on orders and shipments
- Monitor IT system sales for arranging internal assembly jobs at Commotion's sites

Third Party Logistics Coordination

- Notify 3PL partners of inbound goods quantities and arrival dates, and arrange unloading dates
- Coordinate with 3PL company to implement and establish best practices, provide storage instructions, monitor performance, authorize invoices, and act as point of contact to resolve stock discrepancy/storage/quality issues

Other Duties & Responsibilities:

- Provide cover and assistance for other colleagues in the Supply Chain team
- Point of contact for queries about stock availability and order arrival dates
- Notify relevant stakeholders of arrived deliveries and changes to arrival times
- Generate and distribute IT system reports on departmental KPIs
- Undertake any duties that are reasonable and within your ability as requested by the Management team
- Carry out any further duties necessary to increase the efficiency and effectiveness of the Supply Chain team

Skills / Experience Required:

The successful candidate will be:

- Conscientious with the ability to prioritise workload, and apply practical methods and common sense
- Highly motivated with superb attention to detail and exemplary accuracy
- Possessing excellent numeracy skills
- An efficient communicator, confident, diligent, able to retain information
- Highly organised and capable of managing a varied workload
- Calm, level-headed and able to stay composed whilst faced with multiple tasks or complicated situations
- Able to work within a team and to use own initiative
- Hardworking and having at least two years' experience in a role dealing with international vendor relations/purchasing/supply chain, international freight logistics, or of similar relevancy
- An experienced user of an ERP system, ideally Microsoft Dynamics 365 Business Central
- A confident and experienced user of Microsoft Office including Excel to an intermediate level, Outlook, & Word

For enquiries or to apply please email matthew@commotion.co.uk