

Supply Chain Analyst - South Cerney

Summary/ Main purpose

- Responsible for the supply chain support and administration for the Nuvias Supply Chain team.
- Raising, progressing and managing of purchase orders to agreed SLA across our international supply base.
- Strong analytical skills. Data driven approach to problem solving.
- Pro-active vendor management, performance monitoring through reporting and creation of action plans to drive continuous process improvement.
- Responsible for defined business processes, managing them at your own level and driving continuous improvement.
- Adhering to company policy and working to the company ISO Quality Management system (9001 certification) and company security management system (27001 certification) at all times.
- To be directed in association with Head of Department to report any potential flaws within the procedures for corrective actions to be implemented. (5.3c)

Duties & Responsibilities

- Raising Purchase Orders on vendors for stock and B2B
- Actively progressing Purchase Orders with vendors against lead time
- Booking and shipping orders
- Management of inventory levels against a budget
- Use data analysis to drive problem solving and improve business processes
- Data management to develop business process monitors and controls
- Develop and maintain relationships with new and existing suppliers
- Taking on project work related to department activity
- Purchase orders placement to schedule
- Purchase order delivery to lead time (OTIF)
- Stock availability
- Inventory holding (Days Forward Stock)
- Number and age of supply chain helpdesk tickets

Closing Date: 24th March 2023