

JOB DESCRIPTION



Job Title: Inbound Coordinator
Department/Location: Supply Planning / Exeter
Status: Permanent / Full Time
Reports to: Supply Planning Manager

Job Purpose:

Responsibility for administrative activities supporting the delivery of goods into AGCO warehouses from 3rd party suppliers, or from other intercompany locations. Primarily the role involves the creation of Shipping Notifications in the Sparex Ltd ERP system and resolution of issues linked to stock reconciliation for accurate stock keeping and timely payment of supplier invoices.

Key Responsibilities:

- Creation and maintenance of ASN (Advanced Shipping Notifications) in SPX system, for 3rd party deliveries. This will include ASN per Pallet, for nominated vendors.
- Address any anomalies from automatically created ASNs for Intercompany movements in conjunction with Group Supply Manager
- Resolving anomalies using Grief process for shipments into AGCO owned Warehouses
- Monitoring WIP (Work in Progress) to ensure AGCO warehouse teams are on top of inbound processing and goods receipt
- Regular house-keeping review of ERP systems to ensure old or incomplete ASNs and Requisitions are closed or reduced down to maintain an accurate replenishment plan
- First point of contact for all queries linked to Goods Receipt process for AGCO warehouses
- Keeping an active and up to date tracking/discrepancy document for all third party deliveries and intercompany requisitions into Ennery.
- To lead weekly inbound Operations calls with AGCO warehouses to actively resolve any anomalies linked to the delivery of goods, from third party deliveries or intercompany transfers.
- Populate data to support business KPI's for inbound deliveries into AGCO warehouses Ennery (Grief, WIP, ASN house-keeping)
- Communicating with internal customers regarding the status of ASNs including delivery schedules and product availability.
- Address any inbound exceptions on time to support soonest stock availability to customers
- Summarise AGCO warehouse WIP reports, identify discrepancies and necessary actions for anomalies, and update the KPI dashboards/Power Point presentations to share with key internal/external Stakeholders
- Support the same processes currently managed in SPX as they are rolled out across other warehouse locations or systems i.e. Exeter
- Positively commit to, and undertake any agreed Training program.
- Any other reasonable duties as directed by your Director / Manager.

Mandatory Duties:

- Work with due regard to the health and safety of both yourself and others.
- Commitment to Equal Opportunities.

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This job description is a guide to the minimum requirements of the job. It is not intended to restrict activities which will contribute to the growth and profitability of Sparex Ltd. If there is a need to amend this description please consult the line manager, or appropriate Director.

I agree that this is an accurate description of my job at Sparex Ltd. I understand that I am employed to carry out the specific duties listed in this job description.

Signatures:

Employee Name:

Employee Signature:

Date:

Person Specification:

	Description	How Identified *	Essential (E) / Desirable (D)
Experience & Knowledge	• Experience in direct procurement and / or commodity management.	A/I	E
	• Working knowledge of procurement best practice.	A/I	D
	• A continuous drive to improve procurement and planning processes.	I	E
Skills & Ability	• Excellent prioritisation skills	I	E
	• The ability to plan and organise effectively	I	E
	• Good analytical and problem solving skills	A/I	E
	• Excellent attention to detail.	A/I	E
	• A methodical and structured approach to work.	I	E
	• IT competence including Microsoft Office applications	A/I	E
Qualifications	• Good level of literacy and numeracy.	A/I	E
	• Good verbal and written English language skills	A/I	E
Qualities	• Driven and committed	I	E
	• Flexible and able to work as part of a team	A/I	E
	• Able to manage own workload to meet targets and deadlines	I	E

*Key: A = Application Form I = Interview