

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

Job Purpose:

The role is responsible for planning the inbound product flow from 3rd party suppliers into Sparex warehouses from a prescribed set of international vendors. The process is managed by the Weekly Control Cycle (WCC) which includes PO calculation and creation, managing surplus stock, expediting POs and all the activities to support timely receipt of product. The Supply Planner is also responsible for managing exceptions to allow timely receipt and payment of invoices. The supply base is worldwide and international trade knowledge is highly desirable. It is important that the Supply Planner maintains successful supplier relationships.

Key Responsibilities:

- Ensure that all purchase requisitions are approved and converted to purchase orders in an efficient and timely manner, for a range of complex suppliers
- Execute the process from PO calculation and creation, confirmation PO data, securing timely delivery of right product, at right time, in right place
- Execute the WCC as per the agreed calendar and supporting the reporting requirements to track team performance
- Expedite purchase orders to ensure timely delivery of goods
- Defer Surplus purchase orders to avoid Overstock
- Resolve or escalate inbound supply issues to relevant departments and/or management
- Keep records relating to the key stages of each procurement activity
- Ensure data integrity with our system landscape
- Support product launches and promotional activities by ensuring sufficient and timely stock availability
- Interpret departmental KPIs to ensure exceptional performance
- Be the first port of call to resolve all critical supplier issues and work with supply planning management to implement strategies to avoid issues reoccurring
- Support the review, development and implementation of processes and procedures necessary to ensure a continuously smooth supply chain
- Positively commit to, and undertake any agreed Training program.
- Any other reasonable duties as directed by your Director / Manager

Main Tasks:

- Order weekly/monthly and inform suppliers to process orders according to plan from our planning system recommendations.
- Liaise with Finance departments to ensure payments are made correctly in a timely manner, tracking Credit/Debit notes.
- Track suppliers to ensure delivery date is confirmed and ensure open orders on our ERP system match that of the suppliers and update with accurate delivery dates as goods are despatched from suppliers.
- Ensure high stock availability percentage according to stock class.
- Regularly check back order/availability/potential stock-out reports, and take action as required.
- Work with suppliers and forwarding agents to arrange regular shipments and to plan economical shipments where possible.
- Resolve any missing/incorrect delivery discrepancies.
- Liaise with the relevant Sparex hub warehouses to ensure swift receipt of goods, advising when a shipment needs special priority to fulfil back orders etc.

- Assist with QC sample arrangements, problematic items (quality, MOQ, price, infill, etc.) and work with internal stakeholders to resolve such issues.

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

Mandatory Duties:

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

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:



JOB DESCRIPTION