



Job Description

Job Title Supply Chain Co-ordinator	Department Buying
Line Manager Dawn Davies	Executive Reporting Line Manager Sukhinder Singh
Contract Term Permanent, Full-time	Contracted Hours Monday to Friday 9am – 6pm This equates to a 40 hour working week

Overview of Speciality Drinks Group

Speciality Drinks is a fast-growing and world-renowned international spirits company. Founded in 1999, we were one of the first multi-channel, multi-market global drinks distributors and remain leaders in our field.

We're looking for bright, motivated, passionate and driven people who share our passion for excellence, innovation and delivering great customer service. In return we can offer an exciting, fast-moving, varied environment with great opportunities to develop your career. Could it be you?

Overall Objective of Role

To provide excellent administration support to the buying and supply chain teams. Relationship building is critical to the role to rectify any issues for customers, internal teams and to ensure the smooth delivery of orders. The role holder will be responsible for the capture, maintenance and timely reporting of information.

Due to business requirements, it is expected that this employee will need to have a high degree of flexibility in order to meet the demands of the role. Therefore it may be necessary to work out of normal working hours due to the nature of the customer base. **The role holder must be able to adjust to a broad and fluid set of tasks as requirements change in this progressive company.**

Working Relationships

- Buying team
- Senior supply chain
- Company directors
- Warehouse
- Finance
- Shop team
- Trade team
- Customer service team
- Events team
- Editorial/Marketing Team

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Primary Duties and Responsibilities

- Purchasing of stock to maintain accurate stock levels within warehouses using order product history, seasonality and annual events efficiently;
- Placing and sending orders within agreed time constraints for On Time in Full Deliveries.
- Management of returns, liaising with suppliers, responding to queries
- Assist Buying Team with buying in stock deals at agreed pricing;
- Experience of dealing with under-bond warehousing and transfers between under-bond and duty paid warehouses;
- Work closely with the key warehouse personnel to ensure goods received are correct and any issues are dealt with swiftly and accurately;
- Supporting the buyers by pulling of accurate reports on different parts of the business when needed;
- Management of short dated stock to ensure good sell through rates;
- Working with suppliers to maintain up to date price lists;
- Liaising with suppliers to remedy problems and ensure goods are delivered on time and correctly;
- Support all aspects of the business, including online, on-trade, retail ;shop and editorial teams in order to ensure stock levels are accurate for the needs of the business, and the different areas are kept up to date with information regarding stock movement;
- Ensure accuracy of data/timely updates on the Company's ERP system; Defacto;
- Aiding the buying team with admin tasks - pricing, supplier set up, research, competitor analysis;
- Work closely with the Senior Managers and Directors.
- Assisting with Compliance and Due Diligence task for the business

Key Skills and Knowledge

Essential:

- Excellent verbal and written communication skills
- Minimum of 3 years supply chain experience ideally within the drinks industry
- Excellent IT skills including Excel (v-lookup and pivot tables)and Microsoft packages
- Strong mathematical/analytical ability
- Enjoy working in a fast-paced environment
- Confident decision maker
- Aptitude to work within a team or alone
- Excellent attention to detail
- Previous supply chain/buying/stock analysis experience
- Excellent problem solving abilities
- Predictive Forecasting and Analysis to ensure desired stock levels attained.
- Flexible, reliable and hardworking
- Ability to multi task; dealing with multiple projects efficiently and effectively
- Capability to work with different areas of the business
- Good organisational and time management skills
- Willingness and desire to learn

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- Maintain a professional attitude under pressure.
- Demonstrate a pro-active, can-do attitude.

Desirable:

- Knowledge of under bond and duty processes
- Knowledge of HMRC Due Diligence advantageous
- Knowledge of spirits and wine business

A training plan will encompass the following to ensure effectiveness of the employee, and to meet our safety standards.

- ERP system, (Defacto)
- Other in-house systems
- Manual handling
- Training as required conducted, on an on-going basis.

Health & Safety Responsibilities

Act in accordance with the relevant Health & Safety policies and procedures, adhering to legislative compliance and company requirements.

Employee Name:

(Please print)

Employee Signature: **Date:**

Employer Name:

Employer Signature: **Date:**

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