

<b>Job Title:</b>	Supply Chain Assistant	<b>Position Type:</b>	Full Time – 37 hrs per week
<b>Location:</b>	Laughton, East Sussex	<b>Travel Required:</b>	<5%
<b>HR Contact:</b>	personnel@quorumtech.com	<b>Date posted:</b>	December 2020
<b>Job Description</b>			
<p><b>PURPOSE OF JOB</b></p> <p>Quorum Technologies is a very successful and progressive Scientific Instrument manufacturing company. You will operate within a commercially driven environment, with emphasis on delivering high quality products to our global customer base. You will work with a highly skilled and motivated team that is keen on developing best practice manufacturing and supply chain techniques.</p> <p>The main purpose of this role is to enable the Senior Buyer to focus more time on the strategic purchasing and supply chain development activities that will improve Quality, lower costs and reduce delivery lead-times; this will be achieved by the Supply Chain Assistant taking over the responsibilities of placing Purchase Orders in-line with customer delivery requirements, dealing with supplier quality issues through to satisfactory closure and the changing of PO and Production dates in SAP to match the SO ship dates.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Assisting with the raising and issuing of PO’s from Purchase Requests.</li> <li>• Assisting with the raising and issuing of standard PO’s from the MRP recommendations.</li> <li>• Chasing suppliers for delivery confirmations and updating SAP accordingly.</li> <li>• Checking confirmations against the PO and attaching in SAP.</li> <li>• NCP co-ordination with suppliers for part quality issues (defining the non-compliance to drawing and ensuring the timely completion of root-cause analysis with acceptable corrective and preventative actions).</li> <li>• Assisting with the date changes in SAP for works orders and PO’s where the date of the SO’s have been changed by the customer.</li> <li>• Purchase of goods, materials and services in line with specified cost, quality and delivery targets.</li> <li>• Foster close working relationships with associated departments eg. Sales, Engineering, Production, Service and suppliers.</li> <li>• Material Costs – stringent material control is required to assure company targets are met. This includes spend, usage, scrap, inventory levels, stock accuracy, etc.</li> <li>• Ensure that all established and required administrative routines are correctly followed, with all records maintained accurate and up to date.</li> <li>• The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.</li> </ul> <p><b>PERFORMANCE MEASUREMENT</b></p> <ul style="list-style-type: none"> <li>• Generate and issue accurate PO’s in-line with MRP recommended dates and Purchase Requests.</li> <li>• Close-out Supplier NCP’s effectively and efficiently; normally within one month with no repeat issues.</li> <li>• Amend Purchase and Production Order due dates so that they accurately match the customer delivery requirements.</li> <li>• Ensure that all established administrative routines and records are kept accurately and up to date.</li> </ul>			

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- A good general level of education evidenced by O-level/ good GCSE passes in English, Maths and one Science subject.
- A qualification in Purchasing / Supply Chain Management would be a distinct advantage (e.g. CIPS, IoSCM course or relevant Degree).

## **REQUIRED EXPERIENCE**

**The successful candidate must be able to demonstrate that they have:**

- Minimum 2 years previous experience in a Purchasing or Stores role, gained within the electro-mechanical manufacturing industry.
- Minimum 2 years hands-on experience using MRP/ERP systems.

## **PREFERRED EXPERIENCE**

**While not essential, the following experience would be a distinct advantage:**

- Experience using SAP Business One (ERP/MRP system).
- A basic understanding of the principles of vacuum engineering.
- Experience gained using Lean manufacturing & supply chain techniques (e.g. Kaizen, Kan-ban, 5S, etc.).
- CIPS qualified or working towards.

## **REQUIRED SKILLS**

- Ability to read and interpret engineering drawings.
- Ability to take a proactive approach to overcome challenges and achieve results.
- A good attention to detail.
- Must have the personality to be able to fit into a small team and get on well with all colleagues.
- Versatile, tenacious with a non-confrontational manner.
- High competency level in use of Microsoft Office (Excel and Word, as a minimum).
- Excellent written and oral communication skills in English.
- Excellent planning and organising skills.
- Strong time management and prioritisation capabilities.
- Essential that the individual is highly motivated and able to work unsupervised.
- Must be flexible and prepared to carry out other reasonable requests.

## **REPORTS TO:**

Senior Buyer

## **LINES OF COMMUNICATION TO:**

Sales, Service, Operations, Engineering, Accounts & Suppliers.

## **ADDITIONAL NOTES**

- Must be of smart appearance.