

**Job Description**

**Department:** Supply Chain  
**Reports to:** Supply Chain Team Leader

**Purpose:**

The role requires the of planning of demands and execution of purchasing products, engaging in sourcing from alternate suppliers to support production activities, including raw materials, packaging, parts, services and supplies necessary for the successful operational activities of the company. This role will liaise closely with both sales and supply chain when pricing and planning new project requests.

To work with the supply chain team to determine the lowest cost consistent with quality, reliability and their ability to meet required schedules. Negotiating prices, select or recommend suppliers, analyse trends and maintain records.

**Primary Responsibilities:**

1. Raising works orders in good time to accommodate the lead times of the parts needed to complete an assembly for a given sales order
2. Determining the best use of stock on hand to protect the stock levels, utilising these stocks before issuing demand to purchase stocks
3. Ensure the Bill of Materials is the most up to date amending where necessary and amending or cancelling orders in line with the BOM change
4. Managing suppliers within a defined area as decided by Head of Supply Chain and Logistics
5. Ensuring the timely placing of the purchase orders at a price equal to or less than standard costs and delivery of same to meet production needs, updating promise dates of completion, working to support the company's original promise date to customers
6. Monitor and maintain supplier performance, setting out objectives for a supplier unable to meet their commitments, with a focus on reducing overall delivered costs
7. Updating of information on a range of parts in the given area to ensure accurate data is supplied for suppliers, pricing and lead times, among other key data required
8. Develop and manage with key suppliers the stock holding of volume purchases to be called in as and when required
9. Forecast and manage the operating budget for the given area of responsibility, through the use of MRP
10. Selecting best solution for the movement of goods in line with when delivery is required to meet promise date, providing appropriate documentation where necessary for the smoothing processing of clearing goods through customs
11. Expediting parts purchased on a vendor flagging those that a likely to cause a disruption to production, providing next steps
12. Monitoring the delivery performance of vendors to their original promise providing on-time delivery performance data against all orders placed
13. Assessing costs against the standard set within the system, with a primary focus on selecting those vendors with the best overall delivered costs to the standard or below

Signature SSB .....

Signature Manager .....

**Health and Safety and Quality Responsibilities:**

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|---|
| 1. To ensure you work in a safe manner                  |
| 2. To work within the company's procedures and policies |

**Positions Reporting to this Position:**

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|----|
| 1. |
| 2. |
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**Key Contacts:**

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|-------------------------------------|
| 1. Supply Chain Team Leader         |
| 2. Head of Supply Chain & Logistics |
| 3. Operations                       |
| 4. Programme Management             |

**Key Accountabilities (where appropriate):**

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|---|
| 1. The role requires the of planning of demands and execution of purchasing products. |
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**Important Health and Safety Considerations of the Role (e.g. night work, compressed air line, VDU's, etc.):**

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| 1. Considerable exposure to DSE and computer workstation. |
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**Personnel Specifications**

**Qualifications, Training & Experience:**

	Essential	Desirable
1. Broad general education	Yes	
2. Understanding of Aviation industry and customers	Yes	
3. Relevant purchasing and planning training/experience	Yes	

**Knowledge of:**

	Essential	Desirable
1. Aviation industry	Yes	
2. Operational Planning	Yes	
3. Supply Chain strategy	Yes	

**Skilled in:**

	Essential	Desirable
1. Microsoft Office	Yes	
2. Understanding Customer needs	Yes	
3. Positive and confident approach	Yes	
4. Self motivation and ambition	Yes	

**Ability to:**

	Essential	Desirable
1. Good communication and interpersonal skills	Yes	
2. Good telephone manner	Yes	
3. Work on own initiative	Yes	
4. Supportive of a team environment	Yes	
5. Able to work to tight schedules and deadlines, with multiple priorities	Yes	
6. Honesty and integrity	Yes	

Signature SSB .....

Signature Manager .....

7. Willing to help in areas outside of remit if required	Yes	
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Signature of Position Holder \_\_\_\_\_ Date

\_\_\_\_\_

Signature of Manager \_\_\_\_\_ Date

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File Copies: (1) Employee, (2) Manager, (3) Human Resources

Signature SSB .....

Signature Manager .....