Job Description:

Title: Supply Chain Planner – 12 month maternity cover

Reporting to: Supply Planning Manager

Main Objective: Work with our tea factory and packaging suppliers to plan tea finished goods and packaging to support Pukka’s sales plan.

- Deliver 99% service level whilst optimising stock levels and responsiveness
- Actively manage new product introduction and changes with suppliers and factories to maximise service and minimise write off costs

Liaison with: Suppliers, Supply Chain, Quality, Procurement, Sales

Key Responsibilities

Stakeholder Management

- Build key relationships with suppliers, operations and the sales team to deliver the right stock levels to support Pukka’s phenomenal sales
- Provide great service by working closely with suppliers to understand their supply chain and identify opportunities that provide mutual benefit to both businesses
- Work with suppliers to ensure timely delivery of packaging to our tea factory to support to deliver the production plan

Service and Stock

- Deliver a weekly production plan to our tea factory to support the sales plan and in line with the stock policy
- Deliver the right balance of service, cost, stock and responsiveness on behalf of Pukka, suppliers and customers
- Responsible for working with suppliers to ensure they have the required stock to support pukka’s sales
• Provide suppliers with a stock demand plan based on the forecasted sales and stock policy

• Support the supply chain team by providing visibility and resolution on any risks to service

Process Improvement

• Develop a culture of continuous improvement within our supplier base and internal stakeholders

• Implement and lead monthly supplier meetings and work with suppliers to drive agreed KPIs

• Implement a balance scorecard with suppliers to agree requirements on key metrics and drive improvement where required

• Work with key stakeholders within the operations team to ensure they are all working to one plan

• Work with the supply chain team to implement best practice

Day to Day

• Raise purchase orders for materials in line with the agreed stockholding criteria

• Co-ordinate timely despatch of materials to production facilities and pukka warehouse to meet service level agreements

• Agree scheduling with suppliers and chase through orders to ensure continuity of supply and order deadlines are met.

• Be the key contact for supplier communication to ascertain despatch confirmations and resolution of any production issues

• Ensure Pukka’s systems reflect accurate stocks and production.

• Manage the implementation and discontinuation of products, whilst maximising service and minimising obsolete stock

• Work with the warehouse to manage inbound flow of stock
• Communicate service levels weekly to the business providing details of resolution and impact on the business.

General
• To champion Pukka’s Mission, Aims, Objectives and Values.
• To work co-operatively with colleagues across Pukka.
• To comply with the statutory provisions of the Health and Safety at Work Act 1974.
• To actively participate in opportunities to communicate within Pukka including attending team meetings.
• To demonstrate a willingness to work flexibly with others to respond to needs of an evolving organisation.
• To ensure that confidentiality is respected and maintained at all times.
• To perform any other duties as directed by management.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with management.

Person Specification

Qualifications
• Degree educated or graduate calibre

Knowledge & Experience
• Solid experience in a supply chain role. Ideally this experience is gained within manufacturing or FMCG company
• Experience of the food industry is desirable however not essential
• Experience and knowledge of supply chain best practice and the ability to implement that vision within an entrepreneurial environment
• Good understanding of excel
• Fluent supply chain knowledge of systems and processes from supplier to consumer

Skills & Competences
• Proven ability to work quickly and accurately, with an eye on suggesting improvements to processes and systems;
• Meticulous organisation skills
• Relishes variety, whilst maintaining a methodical approach to getting the job done;
• Able to effectively plan and prioritise both regular tasks and project work keeping track of progress and managing effective bring forward systems;
• Great communication skills (written and verbal), with the ability to get things done via others;
• The confidence to work independently, seeking guidance when appropriate and ability to work well as part of a wider team;
• Able to influence and negotiate persuasively at peers and senior level internally and externally
• Dynamic approach to problem solving on medium as well as short term issues
• Able to present information accurately and concisely, appropriate to the audience
• Highly analytical with the ability to work with large data, whilst being able to summarise the detail and essence to key stakeholders
• Driving licence (with own transport available)

Personal Attributes
• Resilient and unflappable in the face of making tough priority decisions and regularly changing priorities
• Passion for customer service and drive to ensure Pukka’s customers are delighted
• Ability to listen to key stakeholders, understand different scenarios and present back recommendations to supply chain leadership team
• Work as part of the supply chain team to deliver great service and drive continuous improvement

Job Terms

Hours
Monday to Friday 9.00am – 5.00pm with 30 mins for lunch.
Location
Parkview Office Campus, Whitchurch Lane, Bristol, BS14 0TJ moving to The Chocolate Factory, Cross St/Somerdale Road, Keynsham BS31 2AU (Spring 2018)
Holiday
24 days holiday (rising by 1 day for each complete year of service, up to 28 days) plus bank holidays
Benefits
Pukka tea to drink during working time. Pension, Range of staff welfare benefits (product allowance and discount, complementary health) Personal and professional development, free parking.
Travel
Visit to suppliers site (own transport essential, expenses paid)