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| **Job Title** | **Supply Planner Admin Assistant**  |

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| **Reporting to**  | Procurement and Replenishment Team Manager  |
| **Business Unit** | Customer Service & Logistics GB |
| **Department**  | Replenishment Team |
| **Job Grade (if applicable)** |  |
| **Location**  | Cambuslang  |
| **Travel Requirements (if applicable)** |  |

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| **Role Summary**  |
| An exciting new opportunity has been created within Scotland’s favourite drinks wholesale arm of Scotland’s chosen beer brand to join a team managing the distribution of drinks to Scotland’s finest bars, restaurants, pubs and clubs.  The successful candidate will be tenacious with great attention to detail and enjoys working in a team environment.The core part of the role will be to support the supply planning team to manage and maintain stock levels across our secondary depot network in line with business KPIs by arranging inbound orders from external and internal suppliers including stock transfers between sites to ensure maximum availability is optimised across our network.   |

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| **Key Accountabilities**  |
| * Place purchase orders with suppliers; 3rd Party, Factored, Owned Brand, following through to end receipt.
* Process inter-depot transfers
* Manage outstanding open purchase orders, chasing suppliers for overdue orders
* Processing supplier delivery book in requests
* Generating and maintaining daily stock reports
* Admin support on shared mailbox, to answer queries and file e-mails
* Adhoc admin duties required to support the team
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| **Key Stakeholders** |
| **Internal*** **Buying Team**
* **Warehouse Teams at depots**
* **Production Planning**
* **Transport Planning**
* **Customer Services & Web Team**
* **Commercial Sales**
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| **External** * **Suppliers**
* **Hauliers**
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| **Key Skills & Experience required for position** |
| * Experience within the industry or similar setting.
* Understanding of IT systems i.e. Microsoft packages, particularly excel
* Organised with strong time-management and attention to detail
* Able to work under own initiative and as part of a wider team
* Previous admin or office environment experience
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