

We're inviting applications for:

Supply Chain Executive

Outline

This role involves sourcing suppliers and purchasing products, equipment, and services.

Responsible for developing purchasing strategies, maintaining positive relationships with suppliers, negotiating great prices for goods and coordinating with internal teams regarding their supply needs.

Essential Duties

Developing and implementing purchasing strategies.

- Global sourcing - Choose an optimum mix of vendors who can provide the best prices and terms.
- Supply chain management, risk assessment and optimisation.
- Ensure suppliers are environmentally conscious.
- Establish purchasing goals, KPIs and strategies and ensure they align with company mission, values and strategy.

Supplier Relationship Management.

- Use a database or software system (SRM) to communicate regularly and maintain relationships with all suppliers.
- Continuously renegotiate contracts, prices, timelines etc.
- Ensure that suppliers are always paid on time.

Areas of Responsibility

Inventory Control

- Coordinate with regional team to maintain adequate quantity of stock to meet the forecasted demand with minimum holding cost.
- Coordinate and track shipments, and communicate with vendors re lost and damaged items.
- Manage third party warehouse inventory.
- Manage customs clearance processes.
- Establish minimum and re-order levels for stock.
- Manage regular company-wide stock takes.
- Ensure stock is labelled and records in Zoho are always accurate.

Purchasing system/software management

- Ensure that Zoho SRM and inventory systems are being fully and correctly utilised.
- Clean up any data errors.

Purchasing Reporting & Analysis

- Prepare accurate monthly reports.
- Report against annual forecasts and budgets.
- Engage in ongoing cost reduction analyses.
- Assist with the costing of stock, with the planning and calculation of pricing.

Standard Operating Procedures

- Video document all purchasing processes/tasks.
- Plan, evaluate, and improve the efficiency of business processes and procedures to enhance speed, quality, efficiency, and output.

Ongoing development of supply chain and inventory control knowledge.

- Keep abreast of changes in shipping industry etc.
- Continuously build a working knowledge of supply chain and inventory control best practices through reading, attending seminars and networking with other supply chain professionals.

Requirements

- Bachelor's degree in supply chain, transportation, logistics, business, or related field. Or equivalent experience.
- At least 3 years' experience in Supply Chain Management, Inventory Management or related position.
- Excellent computer skills and proficiency in MS Excel required; high level proficiency in MS Word, Outlook, and PowerPoint required.
- Deep knowledge of inventory and supply chain management.
- Ability to prioritize duties as assigned and have a strong sense of urgency during tight deadlines.
- Ability to manage multiple projects/priorities.
- Experience using SRM and inventory control systems or other purchasing software.
- Excellent written and verbal communications skills.
- Attention to detail and the highest standards for accuracy and precision.
- Strong critical thinking and negotiation skills.
- Strong planning and organizational skills.
- Ability to work independently.

Employment Information

Working Hours: 7:30am - 4:30pm

Employment type: Permanent

A comprehensive remuneration and an attractive benefits package will be offered to the selected candidate.

Submit your resume to careers@newport-water.com to apply.

Application emails should be entitled 'SUPPLY CHAIN EXECUTIVE'