**Role Description & Person Profile**

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| **Job Title** | Supply Chain Coordinator |
| **Reports to** | Supply and Demand Planner |
| **Business** | AB Vista Asia Pte Ltd |
| **Location** | Singapore |
| **Direct & Indirect Reports** | None |
| **Budget Responsibility** | Production Cost, 3PL Warehouse & Logistics Cost |

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| **Role Overview**  Impact Statement | In this role, you will be responsible in the planning & execution of Local Blending day to day operations in ASPAC. You will be supporting the optimization of business processes and map developments through continuous improvement initiatives. |
| **Key Responsibilities** | **Local Production, Procurement, Warehouse, and Logistics**   * Implementation of Service Level Agreements with Toll Manufacturer, Local transporter and warehouse. * Write and maintain accurate written procedures for Local Blending process and Replenishment. * To assist in developing and maintaining production schedules to ensure timely delivery of goods to customers. * To co-ordinate and follow up with Toll Manufacturer to ensure on time production and availability of products. * Collaborating with internal teams to ensure timely product delivery and quality standards. * To co-ordinate with warehouse & transporter on issuance of materials and finished goods’ receiving for local blending. * To perform the transactions for production and shipment receipt in ERP system. * To co-ordinate with toll manufacturer and warehouse for labelling requirements ensuring labelling is completed on time and transactions for stocks movements are executed in ERP system efficiently. * To maintain all up-to-dates documents and emails into the designated folder in one drive for inbound shipments and Local Blending. * To verify all invoices for inbound delivery & local blending transportation from 3rd party logistics provider. * To raise complaint for issues pertaining to inbound shipments, delivery of local blending. * To execute bi-annually stock take, monthly cycle count and month end stock reconciliation and reports for management. * To monitor Inventory levels of Raw Materials and Ingredients and plan replenishment accordingly. * To generate OTIF report for inbound orders. * Drive Automation in processes and finding ways to improve productivity and reduce costs. * Other responsibilities as and when assigned. |
| **Key Stakeholders** | Export Team, Regional Finance, 3rd Party warehouse, Toll Manufacturer, Transporter |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. | * Visit to 3rd party warehouse for Audits, Stock takes. * Fixed hybrid work model |

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| **Required experience, qualifications, and necessary knowledge** | |
| **Essential** | **Desirable** |
| * University degree minimum in Business Management, Purchasing and/or Supply Chain Management or equivalent supply chain experience * Detailed Understanding of supply chain management * Detailed understanding of ERP systems * Intermediate or advanced Excel skills * Strong analytical and problem-solving skills * Data analytics/reporting Skills e.g. Power BI and Tableu | * Preferably with at least 1-2 years of working experience * Preferably knowledge & experience with Microsoft D365 * Import / Export knowledge and experience working with Customs authorities * Experience in process improvements, continuous improvement. * Experience in 3rd party management |

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| **Key Behaviours** | * Excellent communicator, at ease when communicating at all levels and with external parties. * Meticulous and organize. * Must have a continuous improvement mindset. * Ability to handle pressures arising from tight deadlines and targets. * Able to evaluate complex situations and find solutions for themselves. * Passionate about delivering excellent customer service in the most cost-effective way. * Proactive * Ability to learn quickly and self-learning with minimum guidance. * Experience of working in a multi-country organisation with individuals from a variety of cultures. * Willingness to support other team members from other functions. |
| **AB Agri High Performance Framework** | Our high-performance framework is a set of guiding behaviours which have been created with people from across our businesses to enable great performance across the organisation. The focus is on what you can do to demonstrate high performance in your role, as well as the behavioural inputs to assist you getting there.   * Pioneering – Curious, spirited and bold. We lead the right way. * Excellence – We seek excellence in all that we do. * Growth – We create ways for our people and customers to thrive. That’s how we keep making a difference. |