**Role Description & Person Profile**

|  |  |
| --- | --- |
| Job title: | Senior Supply Chain Coordinator - Operations Lead |
| Reports to: | Head of Supply Chain - Americas |
| Location: | North America |
| Direct & Indirect Reports: |  |
| Role Overview | Supporting the North American (NAM) supply chain and providing coverage for the NAM team. Contributing to the Global Supply Chain Strategy and executing its implementation across the Americas. In doing so, this will improve cost, productivity, quality and efficiency of the operations. Additionally, managing key global projects in alignment with the AB Vista strategy |
| Key Responsibilities: | **Value created through Supply Chain (cost)**   * Implementation of Service Level Agreements (SLAs) with key suppliers and regional distributors. * Negotiating key contracts, supported by Procurement, to reduce costs and achieve maximum operational efficiency. * Driving 3rd party warehouse and logistic optimisation to include cost reduction measures. * Provide advice and guidance to a number of internal and external stakeholders, in order to coordinate effects between: Manufacturing, Warehousing, Logistics, Quality/Regulatory, Marketing, Sales and Finance etc. * Coordinate all packaging purchases and ensure no outages. * Manage label reviews to deliver consistent and high-quality product labelling.   **Productivity**   * Coordinate, track and manage imports to ensure no outages of key raw materials. * Coordinate all movements from and to all production facilities. * Management of the replenishment process line with the Global S&OP process for ABV, ensuring that data is accurately captured, challenged and reported on a monthly basis into the Global Planning team monthly. * Ensuring the correct availability and fill rate is achieved with the optimal inventory turns.   **Performance**   * Review current systems and practices; provide key recommendations for improved processes for order and supplier management, supporting financial management goals. * Identify continuous improvement opportunities, report and track progress on a monthly basis * Responsible for identifying and implementing a core set of KPI measures in line with the operations reporting pack and deliver these to stakeholders * Monitoring data management to keep accurate product, contract, pricing and invoicing information.   **Global Supply Chain**   * Responsible for daily Microsoft D365 transactions. * Microsoft D365 Super User for the America’s for Supply Chain/Customer Service. * Matching of relevant supplier invoices against purchase orders. * Provide support and cover to Americas Head of Supply Chain and or Production Manager, throughout the year. * Attend/Lead Regional Ops meetings |
| Budget Responsibility: | * Control and optimization of stock * Cost control of service providers within the supply chain regarding packaging and supplies |

|  |  |  |
| --- | --- | --- |
| **Person Profile/Knowledge**  Experience, any formal qualifications and necessary keys areas of knowledge or experience. | | |
| **Essential** | | **Desirable** |
| University degree preferably in Business Management, Purchasing and/or Supply Chain Management or demonstratable equivalent experience. | | Able to problem-solve independently |
| Have a detailed understanding of ERP systems (Preferably Microsoft Dynamics) | | Analytical skills |
| Experience in Project Management | | Experience of strategic planning and transportation of products from Global Suppliers. |
| Relevant IT skills in MS Office with intermediate or advanced Excel skills | | Strong negotiating skills |
| Implementing process improvements | | Project based logistics |
| Supplier relationship management | |  |
| **Key Behaviours** | * Highly effective motivator with strong and written communication skills (English) * Well organised person who is confident with business administration skills. * Looks for procedural excellence, tactics and the ability to quickly gain credibility and trust. * Proven ability to motivate and influence others with integrity, drive change/results & accomplish goals through a collaborative effort. * Ability to handle pressures arising from tight deadlines and targets. * Able to evaluate complex situations and find solutions for them. * An ambitious individual with flexibility and drive. * Attention to detail. * Passionate about delivering excellent customer service in the most cost-effective way. * Ability to influence a variety of people in senior roles. * Must be willing to learn, improve and adapt. | |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. | Involves occasional unusual hours.  Frequent travel (25%) to suppliers and global offices required | |