

Supply Chain Administrator – x1 Banbury & x1 Stokenchurch

The Company:

Tibbetts Group is a family owned business established over 37 years ago, with approximately 130 employees across 4 locations. The business has a global customer base selling in over 22 countries with global revenues of over £50m. We are a business that prides itself in serving blue chip companies as customers and are regular award winners with fast track 250 for export and Oxfordshire Business Awards.

Role Overview:

To support the Supply Chain Team Leader in providing the Group/BFC with a cost effective supply chain, where supplier on time delivery, stock availability and product quality are our main focus. Liaising with Freight Forwarders for imports and cost effectiveness.

Key responsibilities include:

Issuing Purchase Orders:

- Using Winman standard process to issue Purchase orders and Subcon orders on a regular basis to the supply chain
- Placing orders against forecasted or ROP (re-order point) products in Winman
- Placing orders for all other items to demand (supplier lead time) in Winman
- Ordering and tracking of sample orders and logging in appropriate files
- Seafreight and Airfreight to be booked in into transit location

Expediting Purchase Orders:

- Regular contact with all suppliers on Order Management and to ensure deliveries are received on time, to maintain Winman comments reflecting key supporting information
- To escalate to the Supply Chain Team Leader any deliveries that could lead to back orders or customer delays

Liaise with other departments such as:

- Tracking and liaising with Finance for Far East supplier payments, to ensure any financial issues are smoothly and quickly resolved
- Warehouse, to ensure the smooth flow of material into the business and the effective support and planning for customer orders. NCD's raised and closed in a timely manner

General Purchasing:

- Undertake control of all non-production purchasing such as stationary, general purchases, packaging etc
- Tracking and updating Freight and Haulage prices on a regular basis
- General Housekeeping

Job Vacancy

Skills & Experience:

- Experience working in a logistics environment would be advantageous
- Experience working in a Supply Chain/Procurement environment
- Experience working with imports from the Far East advantageous
- Confident communicator when dealing with suppliers
- Intermediate to advanced level of Excel essential
- Strong attention to detail

The Benefits:

- Annual bonus scheme
- Long service incentives
- Stakeholder Pension scheme
- Life insurance
- Cycle Scheme
- Health shield cash plan scheme
- 23 days annual leave rising to 25 days on 5 years' service + bank holidays
- Holiday buying scheme
- Excellent modern new facilities

Additional Job details:

- Application deadline – Friday 10th September 2021
- Hours – 40 hrs per week Monday to Friday
- Location – x1 Banbury, x1 Stokenchurch
 - with the requirement to travel to other sites on occasion

If you would like to apply, please send your CV along with a cover letter to:

hr@tibbettsgroup.com