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Job Description

Employee		Job Title	Supply chain co-ordinator		
Department	Procurement	Location	Waterloo		
Line Manager	Senior Buyer	No. of Direct Reports	0-2	Safety Critical	Y / N

Job Purpose

Your overall responsibility is to develop and manage the supply chain to meet the current and future needs of the Enable Group whilst being the primary point of contact for our supply chain partners.

You will develop relationships and continuously manage the current and future subcontract supply chain. Creating networks and building influence and advocacy across the businesses and stakeholder groups.

You will lead subcontractor supply chain engagement activities ensuring all preferred relationships have clear owners, ensuring that regular B2B's are carried out, and that our supply chain capabilities are fully understood. You will have an ability to identify and understand risks and opportunities within the supply chain and communicate them to the business.

You will support pre-construction during tenders, writing and reviewing tender responses on supply chain management. In addition you will assist and advise on supply chain strategy and procurement activities to ensure that the best value proposition is built into our tenders.

You will work with the commercial team to analyse and report on sub-contractor usage, creating and reporting on metrics to the senior leadership team, extracting findings and producing recommendations to improve and become more efficient.

You will be the custodian of Sourcedogg, our chosen supply chain management tool, using and integrating this with our other systems throughout the business,


You will improve supply chain standards around modern slavery, local engagement, carbon reduction, CSR, and sustainability Project / Category Details. Constantly promoting and maintaining compliance with the project processes and procedures, particularly those relating to the supply chain.

You will also support procurement the day to day, including administrative activity.

Key Accountabilities

- Plan and implement the overall supply chain strategy, creating a class leading supply chain.
- Collaborate with pre-construction, operations, senior management and downstream suppliers.
- Determine key supply chain KPIs
- Suggest and implement solutions for process improvements
- Identify process bottleneck and implement solutions in a timely manner
- Train and educate others
- Provide constructive feedback
- Lead B to B supply chain meetings.
- Build and maintain good relationships with suppliers
- Develop win win relationships with our supply chain partners.
- Develop and implement the supply chain software through the Group.
- Previous working experience as a Supply Chain Manager for (x) years
- Hands on experience with supply chain management software (such as SAP MM, AP Modules, SAP Plant Maintenance, etc.)
- Sense of ownership and pride in your performance and its impact on company's success
- Critical thinker and problem-solving skills

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- Team player
- Good time-management skills
- Great interpersonal and communication skills

IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

- P-T2-24 Subcontractor Management
- P-T2-18 Plant, Equipment and Materials

KPIs

You will support and help the company achieve group and departmental objectives and KPI's

Job Requirements

- Minimum three years experience in Construction preferable
- Relationship management; proven ability to engage others, create networks and build influence and advocacy across different businesses and stakeholder groups – internal and external
- Confidence in working with people at all levels in an organisation
- Sense of ownership and pride in your performance and its impact on company's success
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills

Competencies & Training Requirements

- CIPS – preferable but not essential
- IT Literate with experience of Microsoft office and Evison
- Hands on system experience, such as SAP, Sourcedogg, Oracle, MS Dynamics etc.
- BA in Supply Chain Management, Finance, commercial or similar relevant field

Leadership Behaviours (for any role):

- **Collaboration** – We believe in the power of working together.
- **Continuous Improvement** – We learn, innovate and change our tomorrow.
- **Safety & Wellbeing** – We stay on the safe side and care for each other.
- **Productivity & Efficiency** – We add value through productive and efficient ways of working.
- **Proactive Ownership Mindset** – Everyday we personally make a difference to create value.


Declaration

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with company Policies & Procedures, in conjunction with any additional clients' requirements.

Name:			
Signature:		Date:	

Deputising Duties

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*The undersigned have been briefed and understand the above job description and responsibilities.
I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).*

Name	Position	Location	Date Briefed	Signature

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