



JOB DESCRIPTION & COMPETENCIES

EMPLOYEE NAME	
POSITION DESCRIPTION	Supply Chain Manager
OPERATIONAL AREA	Operations

KEY RESPONSIBILITIES

- Lead the Supply Chain function, building and driving a team who will meet the business' requirements for procured parts and services, including the following areas:
 - Procurement of project and overheads parts and services
 - Management of the Approved Supplier List
 - Capture and tracking of supplier performance
 - Completion of Supplier Audits to a defined programme based on supplier performance
 - Management of long-term partnerships with suppliers
 - Provision of accurate delivery dates for parts to the business
 - Close working with Engineering and Production teams to ensure requirements are understood and to foster close working relationships between internal teams and suppliers
 - Management of logistics for unit delivery
 - Ownership of company standard terms of purchase and supply
- Oversee the supply chain process ensuring it is efficient and meets quality standards
- Own creation and delivery of the Supply Chain strategy for the business
- Own stock management, including valuation and logistics aspects
- Identify and prosecute opportunities to reduce overall product costs
- Build a resilient Supply Chain for the business that provides consistent, reliable supply of parts and services
- Define appropriate KPIs to measure Supply Chain performance, and share KPI reports on a regular basis
- Ensure suppliers are compliant with Indra policies on areas such as Modern Day Slavery
- Work with suppliers to drive a reduction in the overall environmental impact of the parts and services utilised by the business

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Worcestershire, WR14 1GL



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KEY COMPETENCIES

ROLE SPECIFIC COMPETENCIES

Essential Experience:

- Clear and succinct written and verbal communication skills
- Excellent relationship-building and supplier management skills
- Strong organisational, time management and workload prioritisation skills
- Comfortable working in a fast-paced office environment whilst retaining attention to detail
- Attention to detail and a proven track record of working to tight deadlines
- Proficient in the use of MS Office, particularly Excel
- MCIPS Qualified
- Degree qualified in a relevant area, or equivalent experience

Desirable Skills:

- Experience utilising ERP/MRP systems
- Experience using a QMS based on ISO 9001
- Understanding of manufacturing operations
- Experience in electronics procurement

Core Qualities:

- Personal Effectiveness: proactive, makes things happen, operates with resilience, flexibility and integrity
- Communication: shares and listens to information, opinions and ideas, using a range of effective approaches
- Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback

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