

Scheduler / Buyer – x 2

Application deadline: 15th April 2019 **Hours:** Full Time

Reporting to: Supply Chain Team Leader **Location:** Stokenchurch x 1
Banbury x 1

Role overview:

We have 2 roles, 1 in Banbury for the TGL division and 1 in Stokenchurch for the BFC division.

The primary responsibility of the Scheduler/Buyer is to support the Supply Chain Team Leader to provide the divisions of TGL/BFC with a cost effective supply chain, where supplier on time delivery, stock availability and product quality are our main focus using their extensive experience of planning, forecasting, liaising with Freight Forwarders for Imports and cost effectiveness.

Key Responsibilities:

- Issuing Purchase Orders:
 - Using Winman standard process issue Purchase Orders on a regular basis to the supply chain
 - Placing orders against forecasted orders in the Company system
 - Order Schedule Processing for all other items
 - 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 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
 - Liaising with the Warehouse to ensure the smooth flow of material into the business and the effective support for customer orders. NCD's to be raised and closed in a timely manner
- General Purchasing:
 - Undertake control of all non-production purchasing such as stationary, general purchases, packaging etc.
 - Tracking, negotiating, evaluating and updating Freight and Haulage prices on a regular basis ensuring we have a competitive offer

Job Vacancy

Experience Required:

- Extensive experience working with international suppliers with long lead times in all aspects of the supply chain
- Experience of working with international couriers and shipping agents would be advantageous

Skills Required:

- Highly organised and efficient
- Excellent verbal and written communications
- Excellent Excel and Word skills
- Ability to interact comfortably with all levels of the business
- Driven to 'get involved' and take ownership of issues and encourage improvement through change
- Commercially aware and driven individual
- Motivated to operate to high standards
- Can do attitude

If you would like to apply, please send your CV along with a cover letter to:
hr@tibbettsgroup.co.uk