



WHERE STYLE  
COMES NATURALLY

<b>Job Title</b>	Supply Chain Manager
<b>Department</b>	Product Department
<b>Location</b>	Bourton on the Water
<b>Salary</b>	£30,000 - £40,000 – dependent upon experience

### **Objective of Role**

Optimise stock levels to maximise product sales whilst at the same time working to minimise stock levels.

### **Job Overview**

Use analytical and quantitative methods to understand, forecast and enhance the supply chain process. Support the product and logistics teams to ensure forecasting and planning of stock movement is at an optimum whilst keeping to the budgetary requirements.

### **Key Responsibilities**

- Working closely with the product manager and our Far East and European suppliers to plan and schedule product availability and optimising stock holding in line with the business's KPI targets and within budget
- Work with the Commercial Director on all supply related topics
- Analyse data, including stock turns, seasonality and margins
- Work with the Sales and Commercial teams to produce sales forecasts
- Plan and prepare re-orders up to agreed levels for review by the product manager
- After approval, processing orders, sending to vendors and ensuring prompt receipt of order confirmations
- Liaising with vendors where necessary to agree prices and shipping schedules
- Liaising with accounts department to plan deposit payments
- Help with planning seasonal stock inputs, new range changes and stock exit
- Optimise stock holding ensuring control of the budget
- Monitor resolution of service issues
- Monitoring stock movement
- Monitoring product status codes and suggesting possible changes
- Regular housekeeping of cancelled customer orders and review of the net effect on stock holding
- Working with our logistics team to monitor and manage stock quality and discrepancies
- Working with national and key account managers to control special orders
- Communicating with Far East Suppliers to support national and key account managers in planning product availability
- Provide efficient and friendly service to customers at all times.
- Liaise effectively with all departments to ensure customers requirements are known and met
- Problem solve where necessary in conjunction with sales department
- Any other ad hoc duties as required.

**Experience required**

- Significant Supply Chain experience within an importing environment required
- CIPS qualified an advantage
- Strong IT skills necessary in excel / outlook
- Understanding of Navision an advantage
- Must have the ability to work at a fast pace within a varied role in a busy product department
- Must have strong planning, prioritisation skills and have the ability to meet tight deadlines
- Must be a positive team player but also have the ability to work autonomously
- Must be a confident individual with excellent communication skills
- Proficient data analysis and interpretation skills

**To apply**

Send your CV to: [Careers@Parlane.co.uk](mailto:Careers@Parlane.co.uk)

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