

JOB DESCRIPTION			
<b>Job title</b>	Supply Chain Manager	<b>Team</b>	Operations
<b>Job holder</b>	Vacant	<b>Reports to</b>	Head of Operations
<b>Job type</b>	Permanent	<b>Date amended</b>	July 2021
<b>Company's Profile</b>	<p>Liberation Foods CIC has a vision of 'A world in which smallholder farmers can enjoy secure and sustainable livelihoods and plan for the future'.</p> <p>Our mission is 'To directly contribute to the delivery of an environmentally and economically sustainable future through facilitating smallholder farmers market access, collaboratively developing innovative products, building effective supply chains, and connecting consumers with producers</p>		
<b>Job Aim</b>	<p>As a Supply Chain Manager, you are responsible for the day-to-day management of the operational activities of the business and relationship with co-packers/manufacturers, warehouses and 3PL, to ensure the smooth and efficient running of the operations.</p> <p>You have overall accountability for the production, ensuring that optimum levels of stock are maintained and delivered to customers in the right quantity and at the right time.</p> <p>You are responsible for the stock management, ensuring data integrity and traceability through all stages from raw material to finished product, and best use of Liberation's stock.</p> <p>Working within the Operations team, you will report to the Head of Operations &amp; Supply Chain and work in tandem with the Logistics Coordinator.</p>		
KEY RESPONSIBILITIES AND ACCOUNTABILITIES			
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Customer service, On time delivery in full</li> <li>• Demand and production planning</li> <li>• Inventory accuracy</li> <li>• Order rejection/return</li> <li>• System (SAP) updates</li> </ul>		
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships with colleagues, customers, and suppliers.</li> <li>• Supervise Logistics Coordinator. Including training on relevant areas of responsibility, oversight of work, and mentoring and support.</li> <li>• Manage day to day operational activities dealing with customers, contract manufactures, warehouses and 3PL to ensure smooth and cost-efficient running of the operations.</li> <li>• Manage the process of order fulfilment in conjunction with the Logistics Coordinator.</li> <li>• Oversee sales invoicing process, ensuring compliance with FLO and Soil Association standards.</li> </ul>		

- Manage production planning, including analysis of weekly sales and short-term demand forecast to maintain optimum level of stock of finished products, and provision of production forecasts to co-manufacturers/packers.
- Manage production ordering process, including issue and monitoring use of Liberation's raw materials, yields, lead times and service received.
- Manage the purchase ordering process for co-manufacturing and warehousing and distribution of raw materials, including approval of related supplier invoices.
- Overall responsibility for stock management, ensuring that data integrity and traceability is maintained from the raw material stage through to finished product and that system (SAP) is up to date.
- Oversee weekly stock reconciliation of finished products and responsible for monthly and annual stock reconciliation to report agreed stock updates to relevant colleagues.
- Carry out monthly and year-end stock counts in conjunction with the Logistics Coordinator, ensuring timely reporting to relevant colleagues and Finance Auditors.
- Work closely with relevant colleagues to ensure that technical, operational, and commercial issues are raised and resolved efficiently.
- Identify and work with the team on projects to foster improvement of efficiency and costs of the operations of the business.
- Creating relevant reports internally, including relevant supplier KPIs.

## PERSON SPECIFICATION

### Essential Criteria

- A degree in logistics/supply chain/business or similar field.
- Permission to work in the UK.
- Minimum 3 years' experience in an operations/supply chain role (preferable within food and drink industry).
- Knowledge and experience of demand and production planning.
- Knowledge and experience of inventory management.
- A passion for Fairtrade and a deeply held commitment to work on the basis of truly equitable, long term sustainable relationships with developing country small-holder producers.
- Ability to develop simple systems to manage complex issues.
- Willingness to throw yourself into a varied and busy role.
- Strong verbal and written communication skills and the ability to adapt communication style according to audience.
- Good organisational ability and time-management skills.
- Excellent problem-solving skills.
- Highly analytical and results driven.
- Proficient in the use of MS Office particularly Excel (formulas and pivot tables).
- Ability to instil confidence in others.
- Ability to perform under pressure, making rational, risk-based judgements.
- Excellent people and teamworking skills with the ability to develop strong internal and external relationships.
- A high level of numeracy skills with excellent accuracy and attention to detail.
- You have a positive attitude and a love for helping others.
- You are adaptable and thrive in a constantly changing environment.
- Ad hoc travel within the UK and EU.



### Desirable Skills

- Knowledge of French and/or Spanish is of particular interest.
- Experience of import and/or export paperwork.
- Knowledge and experience of SAP.
- Experience working in a small team.

### PACKAGE

<b>Hours of work</b>	Full time – 35 hours a week	<b>Salary band</b>	£37,000 - £42,000 DOE
<b>Location</b>	Office and home based.	<b>Holiday allowance</b>	25 days per year, plus bank holidays and Christmas closure

### PROCESS

Please send your CV and cover letter explaining your suitability for the job to Adeana Wilson at [a.wilson@chooseliberation.com](mailto:a.wilson@chooseliberation.com) and indicating the job title in the subject by **6:00 pm on Friday 27 August 2021** (application deadline may close sooner, apply early to avoid disappointment).