

Job Opportunity

Sub Contract Co-Ordinator

Purpose of job	To ensure an effective and efficient supply chain is in place between suppliers and AEUK which supports the effective operation of AEUK exceeding targets including customer delivery and quality. <ul style="list-style-type: none"> • Support the effective operation of AEUK projects delivering to customer contracts • Ensure continuity of supply throughout the supply chain, mitigating risks & managing commercial issues including contracts, pricing and overall supplier performance.
Reporting relationships	Reporting to Business Partner
Location	Dorset Innovation Park, Winfrith
Employment status	Permanent At Atlas Elektronik UK, we support our staff to create work-life balance and encourage applications from individuals who are looking for part time or condensed hours as well as full time opportunities.

Outline of knowledge, skills and personal qualities required across the range of roles and examples of the types of application shown below. Training and development relating to the specific job role will be provided.

Primary Responsibilities

- Support the management of all subcontract and supply chain activities on allocated projects/ bids, including drafting contracts, negotiation, implementation and on-going management and monitoring of Suppliers required to deliver projects.
- Support the delivery of a high-level supply chain service to both internal and external stakeholders.
- Assist in the coordination and management of change across sub contracts.
- Support the end to end supply chain process for bidding activities.
- Project manage sub-contractors on allocated projects and bids.
- Assist in the identification, assessment and management of subcontracted risk in support of associated bids/projects.
- Project reporting, including subcontract status, risks and subcontract performance.
- Ensure adherence to legislative, regulatory and corporate compliance.
- Development of long-term strategic relationships with key stakeholders and suppliers.
- Support the development of AEUK supply chain maturity and performance.

Knowledge, skills and experience

- Experience of establishing and managing subcontracts.
- Experience supporting bid activity from a procurement perspective.
- Project Management Skills.
- Commercial understanding of terms and conditions including the creation of sub-contract documentation and deliverables.
- Awareness of international procurement and knowledge of ITAR, EAR and other regulations.
- Understanding of category management.
- Experience of managing and improving supplier performance

... a sound decision

Knowledge, skills and experience (continued)

- Ability to forge strong working relationships with peers, other colleagues and external stakeholders
- Proactive individual with a high level of communication skills and attention to detail
- Takes ownership, demonstrates a bias for action, sense of urgency and focus upon continuous improvement.
- Strong analytical, interpersonal, and negotiation skills coupled with good verbal and written communication skills.

More information

The successful candidate must be able to achieve full SC (Security Clearance).

How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to Recruitment@uk.atlas-elektronik.com by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

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