

Job Opportunity

Supply Chain Administrator

Purpose of Job

Atlas Elektronik UK Ltd is seeking an experienced Supply Chain Administrator to support the site Supply Chain team.

To ensure an efficient supply chain is in place Atlas Elektronik UK Ltd.

- Support the effective operation of AEUK exceeding targets including customer delivery performance and quality.
- To ensure continuity of supply throughout the supply chain, mitigating risks & managing compliance

Reporting relationships

Supply Chain Analyst

Location

Dorset Innovation Park, Winfrith Newburgh

Employment status

Permanent, full time (37 hours/ week)

Key Responsibilities

- Maintaining system data to ensure accuracy and efficiency
- Monitoring team adherence to process and reporting any breaches
- Reporting on WO/PO status to ensure compliance with process
- Creation of Process Documentation.
- Monitoring picklist journals
- Support stock management through the system to ensure correct allocations
- Support the creation of Supply Chain metrics and the promulgation of them throughout the organisation
- Assist with the Delivery of Continuous improvement initiatives.
- ERP System Fault finding and investigation and testing.
- Assist with managing the Supply Chain SharePoint and internal Web Pages, taking ownership of some elements
- Logging and reporting on leave taken throughout the Supply Chain team

Knowledge, skills and personal qualities required

- Demonstrable experience in production or procurement environment
- Able to prioritise own workload
- Understanding of production and/or procurement processes
- Knowledge of latest compliance concerns
- Skilled in Microsoft Office (Excel, Word, PowerPoint) – IT capable
- Able to create reports and validate large amounts of data
- AX knowledge a definite advantage – must have MRP/ERP experience
- Working knowledge of supply chain analysis

Behavioral requirements

- 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
- Well-developed stakeholder relationship skills gained within a multi-functional environment
- Calm under pressure, organised and credible
- Able to manage own workload efficiently whilst coping with changing demands & issues

... a sound decision

Education requirements

- Must have relevant qualifications, a background in an engineering or other related field would be a distinct advantage.
- Supply chain certification to full MCIPS Diploma would be a distinct advantage.

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.

ATLAS ELEKTRONIK UK Ltd

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