

**Position Description**

<b>Title:</b>	<b>Supply Chain Administrator</b>
<b>Department:</b>	<b>Materials</b>
<b>Reports To:</b>	<b>Software and Peripherals Team Manager</b>
<b>Location:</b>	<b>Limerick</b>
<b>Working arrangements:</b>	<b>Hybrid</b>
<b>Terms:</b>	<b>Permanent</b>

**The Company:**

We are a multi-million-euro company that continues to grow and are part of the DCC Plc group. Our core strengths lie in supply chain management, and we work with brand name technology manufacturers & customers. We continue to develop innovative solutions at the leading edge of supply chain management and are constantly developing existing relationships and forging new customer partnerships.

We work with companies of all size and industry including the technology, consumer electronics, industrial, med tech and pharmaceuticals sectors. We have operations across Europe, the US and Asia. We are partnered with thousands of suppliers globally and have an international logistics partnership network spanning six continents. We are a leader in professional materials supply chain design & operation and are the only supply chain services company that can manage cost, capital, and complexity for our clients.

We are an inclusive employer and welcome applications from people of all backgrounds and abilities. Please let us know if you require reasonable accommodation for the interview process and we will do our utmost to accommodate you.

**Position Summary:**

As a key member of the Software and Peripherals team, the Supply Chain Administrator will ensure a complete supply chain solution to support our customer's product fulfilment requirements.

The role involves the efficient planning, procurement and product management right through to order fulfilment in the most streamline and cost-effective way.

The candidate must have excellent judgment and prioritisation skills, the ability to create and sustain urgency coupled with a passion for business, technology and delivering a world-class customer experience.

**Key Responsibilities:**

- Ensure orders are processed & updated in line with the daily order management process within customer SLA's (24hrs).
- Manage & execute purchase order & sales order requirements in line with company guidelines

& procedures.

- Pro-active vendor engagement, ensuring ship date dates are on track, with regular follow up to ensure key commits are achieved.
- Monitor inventory levels and oversee the generation of purchase orders to replenish stock.
- Actively manage the tracking of purchase orders to ensure prompt and complete delivery.
- Work to reduce any potential excess and obsolesce.
- Generate sales quotes for customers.
- Establish and maintain strong working relationships with both customers and suppliers.
- Supporting the sales opportunities in regions managed, customers product requirements & enabling effective supply channels.
- Work to maximize margins & contribution to bottom line.
- Manage the end-to-end supply chain on assigned product portfolios, maintaining agreed DSI levels, reporting of weekly POS sell through and proactively scheduling supply in line with run rate.

**Essential Requirements:**

- Ideally, 1-3 years procurement, distribution and order management experience.
- Ideally, APICS/IIPMM or equivalent or relevant 3rd level qualification in business or supply chain.
- Proficient in MS-Office applications with extensive knowledge of SAP.
- Sound knowledge of key business processes, related products, and fulfilment methodologies.
- Ability to work well as part of a team.
- Be capable of operating and co-ordinating activity within a multi-cultural environment and be capable of influencing those within that environment.
- Capable of managing multiple challenges in a positive and energetic fashion.
- Capable of collating information from a variety of sources both internal and external to our client and be able to process and analyze this information and data.
- Competent product knowledge to be able to liaise effectively with the customer and offer alternatives to find an optimal solution for the customer's product requirements.
- Knowledge of logistics, incoterms, and shipping compliance requirements.

**Key Competencies:**

- Action Oriented.
- Communicates Effectively.
- Customer Focus.
- Situational Adaptability.

If you are interested in applying for this position, please submit a copy of your CV and Cover Letter to: [scs.careers@exertis.com](mailto:scs.careers@exertis.com)