

# SPECIALITY DRINKS

FINE SPIRITS OF THE WORLD

## Job Description

<b>Job Title</b> Supply Chain Assistant	<b>Department</b> Supply Chain
<b>Contract Term</b> Maternity Cover 12 months	<b>Contracted Hours</b> Monday to Friday 9am – 6pm This equates to a 40 hour working week

### Overall Objective of Role

To provide excellent administration support to the Export Co-ordinator and Supply Chain Team.

Relationship building is critical to the role to rectify any issues for customers, internal teams and to ensure the smooth delivery of orders. The role holder will be responsible for the capture, maintenance and timely reporting of information.

Due to business requirements, it is expected that this employee will need to have a high degree of flexibility in order to meet the demands of the role. Therefore it may be necessary to work out of normal working hours due to the nature of the customer base. **The role holder must be able to adjust to a broad and fluid set of tasks as requirements change in this progressive company.**

### Working Relationships

- Buying team
- Senior supply chain
- Third Party Under Bond Warehouse
- Finance

### Primary Duties and Responsibilities

- Responsible for supporting the Export Co-ordinator with their day to day jobs – placing orders with suppliers, receipt advices, Landing Shipments, Export Documentation, , responding to queries, ad hoc jobs delegated by the Export Co-ordinator.
- Work closely with the key warehouse personnel at our Third Party under bonded warehouse to ensure goods received correctly and any issues are dealt with swiftly and accurately.
- To support the Export co-ordinator with the purchase of stock to supply Customer orders for shipment via agreed Freight Forwarders at minimal cost.
- Liaising with suppliers to remedy problems and ensure goods are delivered on time and correctly.
- Support Export Team with all aspects of Logistics and documentation and all order tracking information, pricing, ensure products are kept up to date with information regarding stock movement, Landing shipments within Defacto system.
- Ensure accuracy of data/timely updates on the Company's ERP system; Defacto.
- Work closely with the senior managers.

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## Key Skills and Knowledge

### Essential:

- Excellent verbal and written communication skills.
- Listen and follow instruction correctly.
- Sense of urgency and ability to prioritise workload.
- Excellent IT skills including Excel and Microsoft packages.
- Strong mathematical ability.
- Enjoy working in a fast-paced environment.
- Ability to work within a team or alone.
- Excellent attention to detail.
- Previous office administration experience.
- Ability to work with different areas of the business.
- Flexible, reliable and hardworking.
- Ability to multi task; dealing with multiple projects efficiently and effectively.
- Excellent problem solving abilities.
- Good organisational and time management skills.
- Willingness and desire to learn.
- Ability to remain calm under pressure, remaining professional at all times.
- Demonstrate a pro-active, can-do attitude.

### Desirable

- Intermediate Excel
- Accurate Date entry input
- Knowledge of Spirit and Wine Business

A training plan will encompass the following to ensure effectiveness of the employee, and to meet our safety standards.

- ERP system, (Defacto)
- Other in-house systems
- Manual handling
- Training as required conducted on an on-going basis.

## Health & Safety Responsibilities

Act in accordance with the relevant Health & Safety policies and procedures, adhering to legislative compliance and company requirement.

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