

1. Purpose of the position:

Coordination & Monitoring of direct procurements, from planning to availability for internal warehouse.

Report and monitor plant inventories.

2. Job description of the employee's position and the employee's responsibilities:

- Located in the manufacturing plant of Pontchateau.
- Direct management of a team of about 8 people, incl. 3 in planning, 2 in goods receipt and 3 in quality.
- Ensure the procurement plan matches the needs of production planning.
- Take corrective actions if delays or late deliveries endanger customer service.
- Ensure high-standard quality of goods received from vendors. Rely on the team in charge of quality inspection and the ERP and documentation systems in doing so.
- Maximize safety in the department, following and animating existing processes.
- Ensure procurement planning and quality inspection strategies are applied, and associated parameters are correctly setup in the ERP system.
- Define and implement action plan for non-working inventories.
- Lead communication processes (daily Tier meetings, monthly process reviews) within the upstream supply chain department.
- Participate to Tier 4 meeting to represent the department.
- Help backing up other supply chain functions when necessary (planning, transportation, warehouse, ...)

3. General duties of an employee:

- a. observing ethical guidelines of the company;
- b. observing work regulations;
- c. respecting the company's property;
- d. being honest;
- e. being loyal towards superiors, co-workers and subordinates;
- f. being ready to help other company's employees with their work;
- g. constantly improving one's own qualifications by means of extending knowledge individually and participating in trainings organized by the employer;
- h. creating atmosphere of respect towards other company's employees;
- i. observing norms of social co-existence beyond the company and during work hours;
- j. possessing knowledge of quality policy and environmental policy and observing procedures created within those policies;

- k. possessing knowledge of regulations and rules on safety at work and observing them;
- l. carrying out the employer's orders concerning activities not included in p. 2 which are connected with the position of an employee and which serve the purpose of completing employer's tasks.

4. Qualifications of the employee:

- Bachelor or Master Degree in Logistics / Supply Chain or related industrial qualifications

5. Requirements concerning education, experience and skills of the employee:

- Min 5 years experiences in supply chain positions, with experience of team management
- Good communication, global team working skills, customer oriented
- Capable of analysis, of issuing factual data, often from ERP systems and/or spreadsheets
- Planning and organizational skills

Required:

- Good spoken and written French
- Good spoken and written English
- Experience & Knowledge about material management (safety stocks, lot sizes, MRP, planning time fences, ...)
- Experience of the use of an ERP system in an industrial environment
- Good knowledge of MS Office (word/excel/power point) even in advanced Excel functions (pivot tables, VLOOKUP functions, ...)

Desired:

- Experience / knowledge of supplier relationship management