

# Job Description

**Job Title: Supply Chain Manager**

**Primary Role:**

To ensure best practice approach to supply chain management. This will include

- capacity planning,
- ensuring materials are available for production and products are available for delivery to customers.
- planning manufacturing activities, delivery schedules and purchasing activities.
- procurement,
- efficient stores/WIP monitoring
- shipment of product to customers.

The role will require excellent communication with Business development, Project Managers, Production staff, Quality department, Manufacturing partners, Suppliers and Customers within a largely 'outsourced' model.

Run the production purchasing systems

Continue the implementation of Sphere Medical's Material Requirements Planning (MRP) system (Sphere uses 123mrp.net supplied by 123 Insight).

- inventory control
- forward planning
- reporting of costs

Review suppliers and supply agreements to ensure business needs for time, cost and quality are met and supplier risks are managed.

Evolve and maintain the despatch function to meet Sphere's business needs

Monitor and report KPI's

**Other Roles:**

Develop a customer returns strategy

Co-ordination and support of the Company's product development, operations, marketing activities and facilities (as requested, from time to time)

Project related (or departmental budget) financial Management (as requested, from time to time)

Supplier approval

Working with Quality Control group and QA to ensure an appropriate level of incoming goods inspection is conducted

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**Skills:**

- Use of Advanced planning and scheduling techniques
- Knowledge of Sage would be advantageous
- Knowledge of MRP systems is essential (Sphere uses 123mrp.net supplied by 123 Insight)
- Contract & supplier negotiation
- Risk management knowledge
- Excellent numeric skills (proficient with Excel)
- Familiarity with export requirements
- Conducting recruitment
- Familiar with procurement processes

**Personal Attributes:**

- Highly self motivated
- Confident communicator at all levels
- Team player
- Attention to detail
- Very well organised

**Education:**

- Highly likely to be degree qualified
- Preferably a member of a recognised body (e.g. MCIPS Member of the Chartered Institute of Purchasing and Supply)

**Experience:**

- A minimum of three years experience in a similar role, preferably within the medical device / pharmaceutical industry
- Management of both suppliers and staff
- Experience of working within quality systems essential. E.g. ISO 9001 or ISO 13485

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