

Purchasing & Supply Chain Coordinator

Job Title	Purchasing & Supply Chain Coordinator
Department	Quality Management/ HR
Responsible to	Quality Manager
Responsible for	N/A
Location based	UNTHA UK Head Office, Boroughbridge
Hours	Monday to Thursday 0830am – 5.00pm. Friday 0830am to 4.00pm

Major Purpose: To take accountability for the supply chain and purchasing function of the business.

Main duties and responsibilities

PURCHASING TASKS
<ul style="list-style-type: none"> ▪ Responsible for creating purchase orders following our procedure guidelines and policies for various departments across the business. ▪ To lead and run the purchase order process using our accounts software and solutions package (Sage). ▪ Use DocuSign, ensure that the purchase orders and any other documents are signed digitally following the purchase order process and then filed appropriately on SharePoint. ▪ Monitoring purchasing budget limits by department to ensure compliance. ▪ Assist with resolving issues or finding solutions to any discrepancies relating to invoices and purchase orders not matching. ▪ Have full understanding of business goals and objectives to fulfill requirements required for the role. ▪ Adhere and maintain purchasing policies to implement the procurement strategy that is aligned within the organisations strategic purchasing requirements. ▪ Drive initiatives to impact cost savings and enhance supplier performance whilst ensuring clients commitments are met without exposing the company to any potential risks. ▪ Work closely with key stakeholders to influence choices, prioritise change, deliver savings, process improvements and product standardisation. ▪ Coordinate and order any necessary office equipment and corporate merchandise (printers, phones, IT equipment). This will also include actioning any equipment repairs, insurance claims, set up of warranties, warranty claims.

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- First point of contact for the ordering of PPE products for the company in line with processes and key suppliers.
- Source and buy tooling for the Service Engineer and Installations teams.
- Arrange and coordinate facilities servicing and repairs including equipment used in-house to satisfy H&S compliance.
- Deal with EE to upgrade company mobile phone contracts, manage and maintain the overall phone contracts.
- Ensure import and export rules are adhered to, and any system data is compliant and extractable for reporting purposes.
- Complete commercial invoices to set timescales with the correct criteria displayed clearly as well as following the legalities.
- Communicate any changes relating to import and exports legislation to the management team.

SUPPLY CHAIN TASKS

- To manage Untha UK's supplier approval process which will include vetting a new supplier and ensuring compliance.
- Conduct thorough research and assessments to identify suitable suppliers who meet quality, cost, and delivery requirements. To then add to our supplier portfolio.
- To assist with supplier contract set up and negotiation.
- Cost optimization – to reduce procurement costs down, through efficient negotiation and also could be through bulk purchasing initiatives also.
- Identify and assess our supplier chain risks and remediate them with the aim of enhancing our supply chain resilience. (Risks – compliance, cyber issues, operational concerns, environmental).
- Manage and review supplier performance – identification, evaluation, management.
- Build long term business relationships and partnerships with reliable vendors and suppliers to foster trust and mutual cooperation, ensuring smooth operations.
- Carry out supplier due diligence, ensuring relevant insurances are up to date. Chase these outstanding insurance certificates when necessary and record appropriately.
- To assist with the completion of any external supplier/customer assessment forms or applications within a set timescale allocated.

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COMPANY ADMIN TASKS

- Assist with incoming calls and filter to colleagues as appropriate, logging necessary information onto our Dynamics 365 system for follow-up.
- To have full awareness of the phone system back office set up to enable amendments or issues to be handled to a suitable resolution.
- To order and ensure relevant staff have adequate Business cards for their role.
- To order relevant staff ID cards (engineers, project team).
- Ensure Dell warranties are completed.
- To maintain the company credit card limit levels throughout each month and handle reconciliation for this card also on a monthly basis.
- To check and monitor employee timesheets to ensure compliance & legal obligations are being met.
- To complete various mileage log reconciliation processes for compliance and legal obligations.
- Research and identify the most beneficial electrical and gas provider for Untha UK when required.

QUALITY, ENVIRONMENTAL & HEALTH AND SAFETY COMPLIANCE

- Adhere to all company policies and procedures described in the UNTHA management system so that day-to-day business activities are managed consistently across the organization.
- Ensure keypass is maintained adding any new passwords and monitoring changes accordingly.
- Comply with all UNTHA UK health and safety rules as set out in the Untha H & S policy framework and other procedures to ensure personal, organizational and customer safety.

LEARNING & DEVELOPMENT

- Stay up to date with latest Untha UK shredding technology news.
- Take responsibility for own learning and development, participating fully in all such opportunities including trade fairs, exhibitions, toolbox talks and appraisal to ensure that knowledge is current, and skills and competencies are strengthened.
- Maintain required professional certifications to ensure that knowledge is current, and skills and competencies are strengthened.

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The above is not an exhaustive list of duties and you will be expected to perform different tasks as reasonably necessitated by your changing role within the organization and the overall business objectives of UNTHA UK. It is expected that the post holder will be as positive as possible in using this document as a framework.

Person Specification for Purchasing & Supply Chain Coordinator

Requirements	Essential	Desirable
Attainment:		
Previous experience in a supply chain or purchasing environment.	√	
Comprehensive knowledge of purchasing and supply chain practices & policies.	√	
Working experience of relevant accounting software and Microsoft products.	√	
Skills and knowledge:		
Attention to detail and high level of accuracy	√	
Good negotiator, persuasive and commercially astute	√	
Ability to be self-sufficient in organizing and prioritizing work loads	√	
Excellent time management skills in a fast-paced environment	√	
Ability to manage the efforts of multiple people to achieve desired results	√	
Excellent verbal and written communication skills	√	
Strong problem-solving ability, decision maker and to be able to provide solutions to challenging situations.	√	
Ability to prepare and present numerical and narrative records.	√	
Work Attitude:		
Flexible and approachable	√	
Self-motivated	√	
Proactive and to take ownership	√	
Honest and consistent	√	
Commitment to the aims of the organisation	√	



Job Description & Person Specification

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Personal qualities:		
Positive “can do” approach and a team player	√	
Comfortable working on own initiative	√	

To apply, please send your CV and cover letter to claire.slater@untha.co.uk