



## **JOB DESCRIPTION**

**Job Title**            **Supply Planner - Wine**

**Department**      **Supply Chain**

**Location**           **Park Royal, London**

### **Overview of role**

Working within the Supply Chain Team reporting to the Supply Planner Supervisor this role will be an integral part in planning the replenishment of Wine from throughout the New World.

The role will focus on ensuring we are working strategically with a growing Wine portfolio of New World suppliers & SKU's to provide optimum stock availability & efficient replenishment to help deliver and enhance the planning function to best service our customers requirements by sales channel. This role needs to work well within a team and would benefit from having previous supervisory or managerial skills.

This position will also be directly responsible for a portfolio of SKU's which will entail the stock management of a range of products specific to one or more categories, including, but not limited to: stock availability, optimum stock level, purchasing, shipping, logistics and invoice validation for the products distributed via the Enotria House Depot in Park Royal. Each member of the team assumes specific responsibility for a range of suppliers.

The role will work mainly with suppliers, Goods in team, UK warehouse/ transporters and the Buying team. Effective comms out to other teams like Sales in the business is also essential

### **Duties & responsibilities**

- Review and monitor sales and stock information on allocated products and with input from other departments such as Buying, Sales and Marketing.
- Work with the Demand Controller, and Sales Teams to forecast future demand on a rolling basis to accommodate the lead-time and economical order quantity, as well as other factors for the range and as part of the S&OP process.
- Work closely with our hauliers to ensure that stock is being collected on time and at the agreed rates that have been previously agreed. Ability to use initiative to shop around where possible is key
- Place purchase orders using those forecasts and internal planning tools, at the appropriate time and in the most economic order quantity.
- Work with power BI to monitor availability of skus based on KPI's set by the Supply Chain Manager
- Provide and assist in achieving monthly, quarterly and annual stock targets, which are based around inventory level in days of stock and availability.

- Minimise the amount of overstock and slow moving stock by working closely with producers and the Buying team as part of the wider S&OP process.
- Expedite/ monitor all European orders so they arrive on time and in full and manage suppliers who fail to comply with that principle and/or the correct presentation of loads.
- Chase all appropriate documents (invoices/import docs etc) and attach to the PO within the ERP system to ensure that all parties such as finance and warehouse have what they require to effectively close invoices/orders off on arrival
- Establish and maintain effective communication and good relationships with all suppliers and hauliers
- Perform all prechecks on orders before they land such as vintage changes to avoid any delay in put away once stock arrives to the warehouse
- Check and authorise all invoices for goods and services (freight) relating to products supplied to the Park Royal warehouse, and deal with any requests for credit/debit which may arise.
- Monitor all pack size, vintage and label changes and inform all interested parties of the current stock position and outstanding orders on a regular basis. This includes:
  - daily communication with the customer services and marketing departments
  - providing specific stock information when requested to do so by the sales team, sales administration team and the marketing department
  - daily update of product messages on the system
  - weekly issue of a report on outstanding orders
- Maintain Item Data such as Lifecycle status, categories and dates on orders

## Person Specification

	<i><b>Essential</b></i>	<i><b>Desirable</b></i>
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Good basic education, GCSE in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Supply Chain / Logistics qualification</li> <li>• Chartered Institute of Purchase and Supply qualification</li> <li>• Experience with managing a small team</li> </ul>
Knowledge/ Experience	<ul style="list-style-type: none"> <li>• At least two years in a stock planning role</li> <li>• Experience in FMCG or retail industry</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in wine/drinks trade or FMCG</li> <li>• Experience using stock forecasting software</li> <li>• Knowledge of AGR systems</li> </ul>
Skills/ Abilities	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Collaborative</li> <li>• Good at building and maintaining relationships</li> <li>• Exceptional level of accuracy and numeracy</li> <li>• Superb attention to detail</li> <li>• Great initiative and a pro-active approach</li> <li>• Able to prioritise</li> <li>• Efficient and achieves at pace</li> </ul>	<ul style="list-style-type: none"> <li>• Any second language is desirable</li> </ul>



	<ul style="list-style-type: none"><li>• Advanced skills in MS Office including Word and Excel</li></ul>	
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