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| Job Title: **Supply Chain Manager** | Current Job Holder(s): CA |
| Department: **Supply Chain** | Date Created/Amended By: **Nov22/SM** |

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| **DEPARTMENT DESCRIPTION**The Supply Chain at Cambridge Weight Plan is responsible for Purchasing, Planning, Warehousing and Export, enabling the timely and cost-effective delivery of finished goods. |

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| **JOB PURPOSE**Responsible for delivering maximum global Supply Chain value at the lowest cost, whilst maintaining flexibility and world-class OTIF |

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| **RESOURCES MANAGEMENT****Management responsibility for**: x4 direct reports – Buyer, Senior Export Coordinator, Production Planner and Production Analyst**Reports to:** Head of Supply Chain**Budgetary/financial framework:** Authorised budget limits and sign authority |

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| **KEY RESPONSIBILITIES*** Contribute fully as a member of the company’s Management group.
* Accountable for the timely, cost effective and legally compliant shipment of goods to distributors and owned markets outside the UK.
* Lead and performance manage the team members, ensuring that appraisals/performance reviews and relevant training/development activities are undertaken.
* Accountable for maintaining inventory levels to budget, effective management of supplier performance and the purchasing/buying strategy.
* Risk management – Awareness of risks and implementing processes to detect and mitigate threats.
* Effective management of the Planning function to reduce the 8 Muda (Waste) streams through plan optimisation and effective communication.
* Delivery of Supply Chain projects within agreed timescales, scope and budgetary forecasts.
* Develop cross functional working & relationships.
* Working closely with the Head of Supply Chain to create and deliver the departmental strategy.
* Manage cost, budget cost centres and KPI’s, to exceed expectations.
* Undertake other duties and tasks that from time to time may be allocated to the jobholder that are appropriate to the grade of the job
* Comply with all relevant internal rules, policy and procedures, including those relating to Health and Safety, Data Protection etc, and all those contained within the issued Employee Handbook.
* You are responsible for effectively implementing communicating and maintaining a food safety culture that supports the realisation of safe product as outlined within the FSSC22000
* You must ensure all activities relating to food safety management system are adequately resourced and that all personnel carrying out activities that have an impact on food safety are adequately trained and competent
* You must also ensure conformance to the company’s food safety policy at all times champion good manufacturing practices and behaviour’s and ensure all designated food safety objectives are realised
* Promote and demonstrate the company’s core values and behaviours
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| **MAIN JOB REQUIREMENTS** **Education/Qualifications/Training:*** Educated to GCSE level as a minimum
* Vocational qualifications in Supply Chain, Project Management or General Management beneficial but not essential

**Specific Experience:****Required*** IFS/ERP high level user experience/knowledge
* People management experience – Leading teams, demonstrating core values, delivering change
* Strong background in purchasing, with emphasis on negotiation and strategy deployment
* A positive and personable individual who builds strong collaborative cross functional relationships
* Experience of successfully managing projects end to end, working across functions and departments, through to delivery

**Desired*** Experience in the application of Lean principles.
* Member of a supply chain body (e.g. IoSCM, CIPS, CILT)

**Abilities/Skills/Knowledge:*** Ability to plan and organise activities across a significant work area, with excellent attention to detail
* Strong ability to communicate effectively with Leadership team, Supply Chain team and all Project Stakeholders, using effective formal presentation, influencing skills and the ability to resolve issues collaboratively
* Able to produce accurate, consistent and timely reports that are appropriate to the audience.
* Will be expert level user of M/S Excel, intermediate level required in other applications
* Understanding of formal change management principles across systems and procedures – demonstrating the ability to manage and lead projects
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