



PR/118702 | Supply Chain Administrator

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1607823

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 11:05

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

About the Role

A well-established manufacturing company is looking for a highly organised and proactive Supply Chain Administrator to support the day-to-day operation of its supply chain activities.

This role is responsible for ensuring the efficient procurement, availability, and accurate recording of stock and products. You will act as a key point of contact for suppliers, manage purchase orders, monitor lead times, support inventory planning, and work closely with Sales, Warehouse, and Finance teams to ensure the smooth flow of goods throughout the business.

Salary

£29,000.00-£32,000.00 per year

Key Responsibilities

- Act as the primary point of contact for suppliers, handling queries regarding purchase orders, product availability, lead times, dispatch dates, and product defects.
- Raise and manage purchase orders for stock and non-stock goods and services.
- Monitor outstanding purchase orders and follow up with suppliers regarding order confirmations, delivery updates, and revised lead times.
- Analyse sales history, stock levels, and reorder requirements to support purchasing decisions and maintain appropriate inventory levels.
- Coordinate the goods-in process, ensuring deliveries are accurately checked, received, and allocated to the correct inventory locations.
- Investigate and resolve stock discrepancies, shortages, damaged goods, and other inventory-related issues.
- Maintain accurate inventory records, including creating new items and updating product and stock information within internal systems.
- Coordinate customer returns and credit requests in collaboration with Sales, Warehouse, and Finance teams.
- Ensure all supply chain transactions and data are accurately recorded and maintained in line with company procedures.

Requirements

- At least 1 year of experience in supply chain operations or an administrative role
- Experience using email and Excel in a professional work environment
- Bachelor's degree or equivalent
- Fluent English communication skills
- Ability to work on-site 5 days per week
- Positive, proactive, and personable attitude

Please note that only shortlisted candidates will be contacted. Thank you for your understanding.

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Company Description