

PR/118702 | Supply Chain Administrator

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント イギリス

求人ID
1607823

業種
その他（メーカー）

雇用形態
正社員

勤務地
イギリス

給与
経験考慮の上、応相談

更新日
2026年11月24日 01:00

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
無し

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明