

<b>Job description</b>	
<b>Title</b>	<b>Supply Chain Assurance Manager</b>
<b>Location</b>	Based in the Wellingborough office with scope for home working
<b>Hours of work</b>	7.5 hours daily
<b>Reporting to</b>	Director of Technical Services
<b>Responsible for</b>	No direct reports
<b>Purpose of the role</b>	To manage supply chain assurance activities for clients.
<b>Key duties, responsibilities and objectives</b>	<p><b>Service delivery</b></p> <ol style="list-style-type: none"> <li>1. Managing and co-ordinating the delivery of supply chain services for clients.</li> <li>2. Co-ordinating and arranging audits, organising associate resource and managing client expectations.</li> <li>3. Carrying out audit administration activities e.g. contacting suppliers to arrange audits, liaising with clients, keeping audit calendars/schedules up to date, dealing with supplier/client queries.</li> <li>4. Review supplier information e.g. HACCP, self-certification documents, corrective actions and collaborate accordingly.</li> <li>5. Reviewing audit standards with clients where appropriate, calibrating associates to audit standards, KPI reporting.</li> </ol> <p><b>Client relationships</b></p> <ol style="list-style-type: none"> <li>6. Build strong client relationships to ensure they receive supply chain services to a high standard.</li> <li>7. Regular client catch up meetings, with any issues dealt with on a timely basis.</li> <li>8. Run an efficient supply chain service and maximise on cost savings.</li> <li>9. Provide regular updates to the Director of Technical Services.</li> </ol> <p><b>Team</b></p> <ol style="list-style-type: none"> <li>10. Work with Technical Manager and support other internal teams as and when required.</li> <li>11. Provide regular updates to Director of Technical Services.</li> </ol> <p><b>Personal</b></p> <ol style="list-style-type: none"> <li>12. Have a technical manufacturing background and understand the requirements of a BRC, SALSA and other GFSI standards.</li> <li>13. Attending conferences, meetings, and industry events to promote the company's services and brands</li> </ol>

<b>Title</b>	Job Description: Supply Chain Assurance Manager	<b>Date</b>	June 2022
<b>Version</b>	1	<b>Completed by</b>	Nita Patel

<b>Person specification</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Technical management/BRCGS experience</li> <li>• Auditing at all levels</li> <li>• Client liaison</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent people management skills, with the ability to motivate and lead others.</li> <li>• Excellent organisational skills and the ability to manage own time effectively.</li> <li>• Attention to detail.</li> <li>• Strong interpersonal skills and the ability to build long lasting relationships.</li> <li>• Approachable and good listener/people person.</li> <li>• Ability to identify issues and implement corrective action.</li> </ul>
<b>Specific Knowledge</b>	<ul style="list-style-type: none"> <li>• Positive, can-do attitude</li> <li>• Ability to work through challenges and resolve issues</li> <li>• Team player who will step in and assist others when necessary</li> </ul>

<b>Title</b>	Job Description: Supply Chain Assurance Manager	<b>Date</b>	June 2022
<b>Version</b>	1	<b>Completed by</b>	Nita Patel