



Title: Supply Planner

Contract: Temporary, fixed term (3-to-6 month)

Reporting to: Supply Chain Manager

Location: Gosforth, Newcastle-upon-Tyne

The Role

Reporting to the Supply Chain Manager, the Supply Planner will play a critical role in the daily running and development of this exciting and fast-growing organisation.

- Customer Sales Order processing & communication
- Sales Order despatch coordination with warehouse team and hauliers
- Sales Order issue resolution
- Manage stock allocations by customer
- Raising and maintaining supplier information and product specification sheets for sales & marketing teams
- New line form completion for customers
- Raising Purchase Orders for goods and services
- Develop and maintain procedures and How To Guides
- Track and root-cause product quality issues
- KPI reporting

Ideal candidate:

- Pro-active, organised, and efficient with a positive attitude
- Excellent and professional verbal and written communication skills
- Strong numerical and problem-solving skills
- Excellent collaboration skills and a flexible approach
- A desire to learn new skills and about the industry and supply chain
- Strong working knowledge of Excel