



Job Description

Position:	Supply Chain Operations Executive
Line Reports to:	India Management Team
Functional Reports to:	Operations Manager, UK
Direct reports:	None
Regularly interacts with:	Operations Department, Project Office, Finance, Ex. CEMs & Supplier, Engineering
Primary location:	CyanConnode Office in India
Travel requirements:	Visits to external CEMs in UK, India and China.
Role description:	<p>Working within the internal order management process.</p> <p>Work with selected CEMs (Contract Manufacturing) to set out fulfilment.</p> <p>Ensures goods manufactured by CEMs are produced on-time and in a cost-effective way.</p>
Primary responsibilities:	<ul style="list-style-type: none">- Support the build planning and forecast process.- Responsible for managing output from the build planning and forecast process and developing the monthly production schedules.<ul style="list-style-type: none">• Detailing all build tasks• When they should be completed• Manage to ensure target completion dates are met.- Liaises with Contract Manufacturers and strategic suppliers to ensure all materials / components, manpower and equipment is available to meet the build schedule.- Identify and manage all risks related to the monthly build schedule (inc. capacity / material & component availability / quality / capability).- Works with internal teams to approve alternative materials, costs, manufacturing equipment required for production demand.- Plan with suppliers (e.g. CEMs) production build plans to completion as required by customer demand.- Monitor production build progress to ensure adherence to the required build schedule.- With the help of the CEM and engineering team, troubleshoot problems that occur during production, e.g. staff shortages and equipment issues.- Support and help to mature the internal Order Management Process including purchase orders, customer specific customisation, dispatch documentation, records of delivery schedules, etc.- Collects and assesses data about the production efficiencies and CEM + vendor performance to input the scorecard and review process.- Prepares reports about production output for upper management and report on ways to improve efficiency / cycle time.- Inventory tracking and report generation of internal stock items on a monthly basis.

	<ul style="list-style-type: none"> - Feed into a continuous improvements process to further improve the functions that this role operates within and adjacent parts of the organisation. - Support logistics in the dispatch of orders to customers.
Experience and skills required:	<p>At least 4 years' experience in a similar role.</p> <p>The following experiences would be required:</p> <ul style="list-style-type: none"> - Sound knowledge of material requirement planning (MRP) and related software. - Strong analytical and problem-solving skills. - Excellent organizational and time management skills. - Excellent supplier / customer facing skills. - Strong negotiation skills. - Strong organisational and planning skills. - Excellent communication and presentation skills (verbal, written and listening). - Proficiency in all Microsoft Office applications. - Will need to spend time working with the CEMs and this will require to work onsite.
Personal attributes:	<p>Flexible; able to work in a small team or individually as required. Willingness to learn. Good communication skills. Able to deal with external parties such as our Suppliers/CEMS. Ability to get on with tasks and take it to completion and use own judgement.</p>
Qualifications:	<ul style="list-style-type: none"> - Bachelor's degree in Supply Chain Management or related field is preferred. - Certified in Production and Inventory Management (CPIM) accreditation or other relevant certification is advantageous. - Engineering graduate or equivalent is advantageous. - Knowledgeable and experience in Materials requirements planning (MRP). - Good understanding and use of Microsoft Office and other software tools applicable to the role.