



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Supply Chain Trainee
REPORTING TO: Supply Chain Manager
RESPONSIBLE FOR: N/A

JOB SUMMARY:

The Supply Chain Trainee will provide support to the Supply Chain Team with delivering excellent service to all departments in the business. Proactively developing knowledge and experience of the supply chain process in order to become an efficient and effective member of the team.

MAIN DUTIES OF JOB:

- Proactively develop knowledge and skills to contribute to the running of an effective supply chain department:
- Assist with monitoring stock levels and ensuring stores have adequate supplies
- Undertake routine administrative tasks
- Undertake record keeping, filing, data input and retrieval, scanning and uploading of documents to the relevant system
- Placing internal folios
- Deal with incoming and outgoing queries related to purchased goods and services
- Liaise with and develop effective relationships with external suppliers and internal customers
- Support the stores area with the goods in process
- Willingness to learn the goods inwards inspection criteria and the use of inspection equipment

OTHER DUTIES:

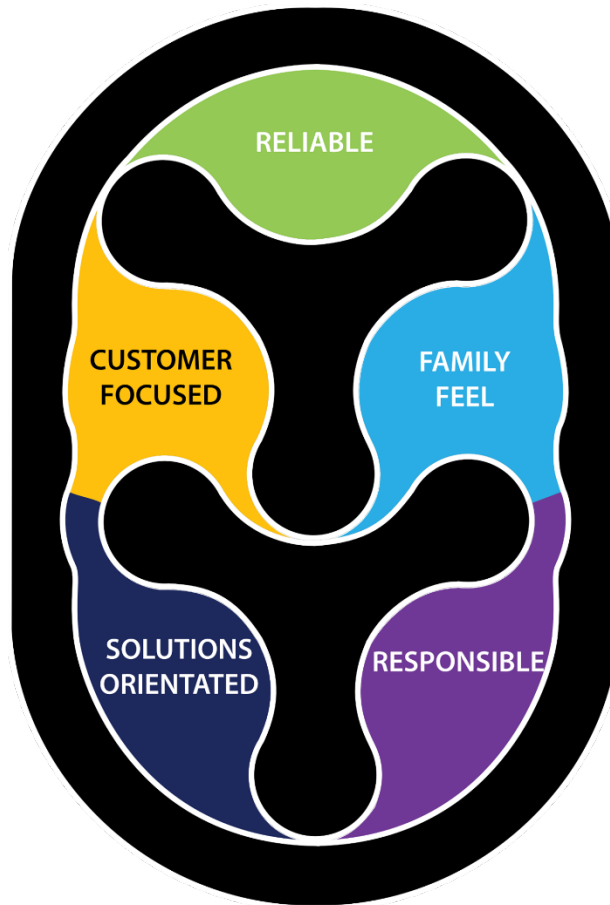
A degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.

HEALTH AND SAFETY:

The Company has a Health and Safety Policy which outlines it's responsibilities as an employer and the responsibilities of it's employees in respect of health and safety. All employees need to be aware of this policy and comply with it's content.



COMPANY VALUES



RELIABLE

Our customers trust us because we manufacture high quality, durable and long-lasting products which continue to deliver value over their lifetime.

CUSTOMER FOCUSED

We operate globally, with local presence across 5 continents. We are committed to supporting our customers from first contact and continually look for opportunities to add value.

FAMILY FEEL

We are proud to be a family business, we want all of our people to feel a sense of inclusion, support and belonging.

SOLUTIONS ORIENTATED

We are experts in the design and assembly of custom packages for challenging environments and work with our customers to deliver the best solution to suit their needs.



RESPONSIBLE

We are resource aware and mindful of full-life cycle costs. We are consciously developing new product applications to support a cleaner, safer, more sustainable future.

PERSON SPECIFICATION

	Essential or Desirable
Education GCSE English and Maths at Grade 4 or above (or equivalent)	E



Knowledge and Experience	
Experience in the use of the Microsoft package	E
Experience of working as part of a team	D
Ability to read technical drawings	D
Skills and Personal Attributes	
Good communication, verbal and written skills	E
Be innovative and open to new ideas	E
Find solutions to problems in an efficient and effective manner	E
Be resilient and positively adapt to change	E
Good organisational skills	E
Ability to respect sensitive and confidential work	E
Approachable, personable and friendly	E
Able to understand and follow instructions	E
To be of smart appearance due to dealing with outside suppliers	E
Ability to work independently on tasks and the use of initiative	E
Reliable and good time keeping	E
Must be able to show commitment to development and the role	E
Be enthusiastic with a strong desire to learn	