



I.C.E. Electronics

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www.iceelectronics.net

Job Description: - Supply Chain Assistant

Date: 13-11-2020

Summary

The Supply Chain Assistant will support the team with the general supply chain, liaise with suppliers and couriers to ensure delivery of ICE's products. In addition, they will support ICE's internal processes, quality checks and testing.

Job Overview

We are a small sensor electronics company who design and manufacture sensor and telemetry electronics. We are focused in motorsport and industrial applications.

This new position of Supply Chain Assistant will report directly to the Company Director. The new role has been created with the aim of expanding the company.

This will be achieved though supporting the team with the existing supply chain, realising savings through more efficient procurement.

The role also involves the customer facing supply chain, packaging and arranging customer deliveries.

You will naturally build trusted relationships with internal and external contacts quickly and become the 'go to' person in ICE for supply enquiries.

You will be expected to work with a degree of autonomy and need to be self-motivated. It is important to ensure all I.C.E.s electronics meet the highest standards of quality for our customers.

We are a small company which offers a great working environment and flexibility. With this there will also be, from time to time, the need to perform roles that do not fit within this job description. It is expected that any task is completed with the upmost professionalism.

Package:

- Part time role – 10am – 2.00pm 5 days a week
- Salary £17,000 - £22,000 pro rata depending on experience
- Flexible with working hours, however the requirement is for role primarily based in the office
- Discretionary Bonus Scheme
- 20 days + BH + Christmas Shut Down
- Private healthcare
- Pension

Typical Duties

- Prepare and place purchase orders with suppliers and manage all related enquiries
- Chasing purchase orders with suppliers
- Prepare, ship and monitor closely customer deliveries
- Work closely with internal team to aid production and delivery
- Ensure all purchasing details are kept up to date on the ERP system
- Speak with suppliers daily on pricing, timelines and stock control
- Perform automated testing of ICE's products (with training)
- Perform basic quality checks on deliveries (with support documentation)

Role Requirements

- Related experience in a similar role
- Customer centric; naturally build trust with both internal and external contacts
- Confident communication skills, enjoy being on the telephone and solving problems
- Proficient skills in Excel, Word and email client (e.g. Outlook)
- Task focussed, attention to detail and highly organised
- Self starter who is happy to get involved with day to day tasks off the business as required.
- Ability to work well under pressure
- Ability to learn/operate third party software with training

Ideal Experience

These are nice to have but not essential.

- Understanding of the purchasing / supply chain process
- Experience with working in the electronic industry (not technical)
- Experience dealing with outside companies

Reports to

- The Supply Chain Assistant will report to the Company Director.