

Supply Chain Planner

H+S Aviation, Portsmouth

Job Purpose

To ensure the timely provision of materials to the required specification in order to achieve production targets and customer promised delivery dates.

Main Responsibilities

- Monitor stock allocations to ensure the correct parts are allocated and the profit margin is measured
- Liaise with Engineers and Technicians to ensure stock is to the required modification standard
- Run reports from the system as required to identify likely stock shortages
- Source most appropriate suppliers for out of stock items, taking account of cost and delivery dates in line with approved supplier listing
- If appropriate maintain an OEM Order system with manufacturer
- Raise orders with suppliers as required to achieve Production Schedule
- Process supplier invoices as required by the end of each accounting period
- Ensure parts information is recorded accurately and kept up to date
- Maintain and update local documents
- Liaise with Production to control and process H+S owned WIP
- Provide monthly measures detailing stock holding
- Attend internal meetings as required and take action where appropriate
- Review service levels with suppliers as appropriate to identify and resolve problems
- Provide shipping list details for items from overseas suppliers to track incoming goods
- Control customer owned and stock returns and obtain credit notes from suppliers as required
- Monitor and update sub-contract orders
- Produce reports for stock value, stock turn, service levels or as required, in line with agreed procedures

Any other duties that may reasonably be requested by the management team

Knowledge, Skills and Experience

- Experience within a supply chain and customer facing environment
- Working knowledge of stock control systems
- Computer literate with above average Microsoft Excel skills

Please apply by sending a copy of your current CV and a covering letter to
recruitment@hsaviation.co.uk

The closing date for applications is 17th October 2019

Salary and benefits will be discussed at the interview stage.