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| **Job Title** | **Supply Planner** |

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| **Reporting to** | Supply Planning Team Manager |
| **Business Unit** | Operations |
| **Department** | Wholesale Planning; Sales & Operations Planning Unit |
| **Location** | TBC |
| **Travel Requirements (if applicable)** | No |

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| **Role Summary** |
| The Supply Planner will manage the On Time replenishment of a portfolio of products for their Depot. They will be responsible for the delivery of products from suppliers into our warehouse. Replenishment will be based on forecasts and aligned with the recommended order files. They will have full accountability for the Customer Availability KPI and all activities related to the attainment of this KPI. They will play a pivotal role in reducing stock age write offs and managing warehouse capacities at the depot. They will work closely with the Supply Planning Community, Inventory Analyst, Demand Planning and Depot Teams. They will build strong, influential relationships with suppliers, ensuring the best outcome for each transaction. They represent a key link between the Supply Planning Department and the Depot, as both a representative and the primary contact point for On Time for the Depot. They will also represent their Depot’s needs / asks when participating in meetings with the Supply Chain Team and will implement process improvements for Supply Planning Department within their Depot. |

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| **Key Accountabilities** |
| * Maintain, plan and replenish indicated portfolio of products based on deliveries schedules & forecast * Manage the parameters of the portfolio & planning tool (Bin levels, MOQ’s, Order Multiples, Lead Time, Stock Age Risks, etc) * Key KPI: In Full, supported by availability and inventory KPIs (inc. Stock Age Risks) * Raise and manage purchase orders to our warehouse following established processes * Manage uplifts returns to suppliers (Planning & relationships) * Establish strong relationship with suppliers in cooperation with Inventory Analyst, Depot Teams, Demand Planning, Commercial and Product Data departments * Constantly liaise with Goods in / Operational Teams & Inbound receipt query resolution * Pro-actively communicate any items at risk of impacting customer service * Feedback on any unfulfilled demand root causes * Perform tasks as requested by Manager * Ownership of all stock queries (IF) for the Depot * Observer Role: Stock Integrity |

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| **Key Stakeholders** |
| * Sales and Operations Planning Team (Inventory Analyst Team, in particular) * Depot / Warehouse Teams * Sales, Commercial, Product Data * Suppliers * Supplier Performance Management team |
| **Skills** |
| * Effective communications * Analytical, numerical and sound judgement * Supplier Relationships Management * Team player / collaborator * Driven self-starter, comfortable with taking accountability * The ability to work collaboratively and cross-functionally |

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| **Experience and Qualifications** |
| * Degree qualified or equivalent in a relevant discipline * Proven track record of achievement in a planning role (supply or demand planning) * Experience of the GB drinks industry is a preference * A working knowledge of the Supply Chain process |