



JOB DESCRIPTION - SUPPLIER MANAGEMENT COORDINATOR

Job title: Supplier Management Coordinator

Department: Supplier Management

Location: Dover

Hours: Monday-Friday (9.00am-5.30pm)

Main purpose of job: To provide additional support to the Supplier Management team for the planned growth of the business and therefore the supplier base at Priority Freight.

Responsible to (manager/post): Supplier Relationship Manager

Responsible for (staff/jobs): None

Key job responsibilities

- Engage the suppliers to work to the company's standard operating procedures
- Check and monitor pricing against specified rates
- Identify and negotiate appropriate reductions in rates when achievable
- Manage the quality of service and agree quarterly improvement actions with suppliers
- Record supplier non-conformances and agree corrective actions
- Continuous research to locate new suppliers who meet the high operating requirements and effective onboarding
- Responding to operational requests within required timescales
-

Competencies required to do the job

- Good planning and organising skills
- Self-motivated and tenacious
- Excellent communication skills

Technical job-related skills

- Good operating standard of Microsoft products
- Polish or Romanian language advantageous

Join the team

Apply now, [send your CV](#) to us today!

Thank you for considering Priority Freight as an employer and we look forward to hearing from you.

About Priority Freight

Priority Freight is an award-winning leading provider of time-critical logistics solutions, where speed and flexibility come as standard. As a strategic partner for clients, the company's mission is to provide expedited logistics solutions on behalf of major global manufacturers and their suppliers - often in emergency and crisis scenarios. Priority Freight's logistics staff truly are experts in their field; tailoring to the needs of each client. Their reaction time to customer orders is among the quickest in the industry, in under 15 minutes.

With teams operating from several strategically-located offices across Europe; these logistics specialists are constantly under pressure. Utilising a global network of strategically located partner companies, they plan routes and co-load shipments to provide the most rapid, cost-efficient and reliable solutions, whilst minimising the company's carbon footprint. The combination of their experience and state-of-the-art technology means 99.6% of Priority Freight deliveries are completed on-time.

Priority Freight's logistics teams provide this operational support to its clients regularly, with the ability to organise anything, anywhere – in the most extreme conditions. It is their dedication to beating deadlines and exceeding expectations that has made the company the expedited logistics provider of choice.