



JOB DESCRIPTION

SUPPLIER MANAGEMENT COORDINATOR

ABOUT THE COMPANY

We are a leading time-critical logistics specialist, providing global time-critical delivery solutions to our customers, no matter what the geography, size, weight, distance or mode of transport.

We partner with and support our customers to meet complex and urgent international transport challenges by adding speed and flexibility to their supply chains.

Operating 24/7 365, we display a constant commitment to providing the fastest, most cost-effective and reliable solutions, time and time again.



Location

Dover



Department

Supplier Management



Hours

Monday-Friday
(8.30am-5.00pm),
plus occasional
extended hours to meet
company deadlines



Salary

DOE. plus benefits

ABOUT THE POSITION

To provide support to the supplier management team (SMT) and assist in the management of the supplier base at Priority Freight in order to provide appropriate logistical resources to all locations. The role involves key tasks which will allow SMT to form closely managed relationships with chosen suppliers and monitor their performance and adherence to the required operational standards.

KEY JOB RESPONSIBILITIES

- Conduct supplier assessments and evaluations to ensure they meet the company's standards and requirements
- Facilitate the onboarding process for new suppliers, ensuring all documentation and compliance requirements are met
- Maintain an up-to-date database of suppliers and performance metrics
- Coordinate with suppliers to address any issues, discrepancies or areas for improvement
- Monitor supplier performance and conduct regular reviews
- Establish and maintain strong relationships with suppliers to foster collaboration and mutual benefits
- Identify potential risks
- Facilitate communication and collaboration between internal teams and suppliers
- Occasional travel to suppliers sites, as and when required

A GREAT PLACE TO WORK

CANDIDATE REQUIREMENTS

- Attention to detail
- Ability to build and maintain positive professional relationships
- Microsoft office knowledge
- Exceptional interpersonal communication skills & team player
- Good telephone manner
- Willingness to develop an in-depth understanding of the business and related services
- Analytical and research skills
- To be able to multi-task and make swift decisions and priorities
- Adapting actions to needs and wishes of customers
- Problem solving and conflict resolution capabilities
- An additional language, preferably Romanian or Polish

REPORTING

- **Responsible to (manager/post):**
SMT Team Leader
- **Responsible for (staff/jobs):**
N/A

WHAT WE OFFER



Competitive salaries



High calibre team



Great annual leave benefit



Employee rewards scheme



Death in service benefit



Pension contribution scheme



Social team events



Occupational health



Free weekly fruit bowl



Wellness and mental health assistance

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IN PEOPLE**
MAKE WORK BETTER