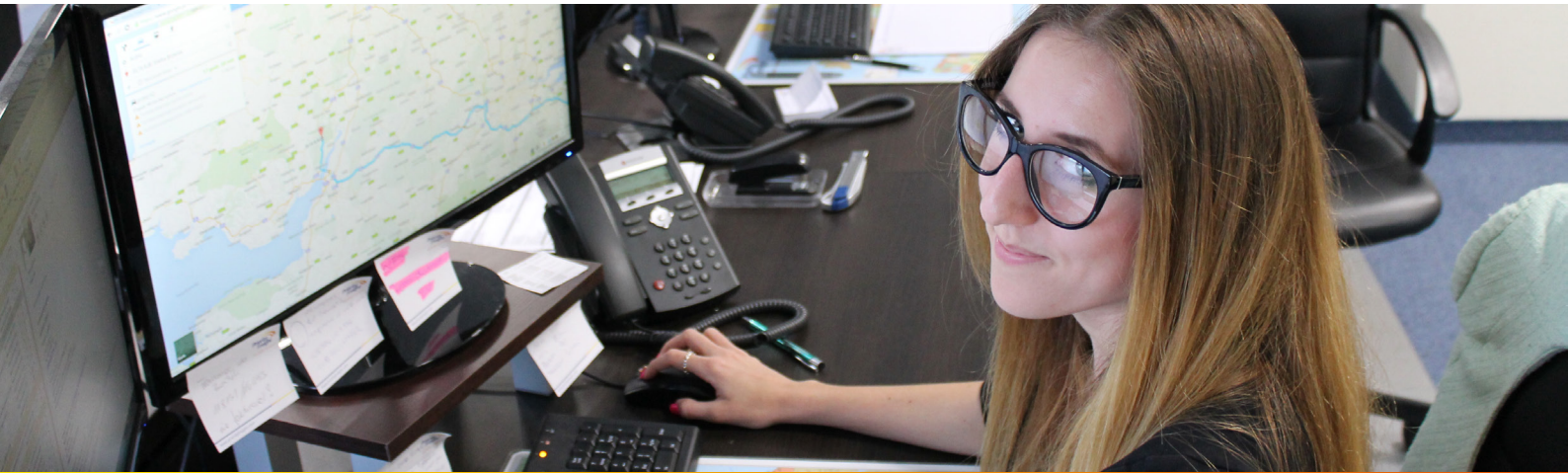




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PRIORITY FREIGHT CAREERS - JOB DESCRIPTION

Supplier Management Coordinator



Job title: SMT Coordinator

Department: Supplier Management team

Location: Wroclaw

Hours: Monday - Friday
8.30am - 5.00pm CET

Main purpose of job: To assist in the identification of and management of transport suppliers for Priority Freight, especially those originating in Poland. To act as the key liaison for Polish-based suppliers and to drive, under the leadership of SMT based in Dover, the standards of operation and cost-efficiency forward. Additionally, to extract the required documentation and vehicle availability status from the identified suppliers.

Responsible to (manager/post): Team leader

Responsible for (staff/jobs): None

Key job responsibilities

- Identify, secure, monitor and develop Polish-based suppliers for operations within all Priority Freight locations
- Ensure that the selected suppliers provide accurate updates both on live transits and vehicle availability, against an agreed frequency
- Facilitate the completion of the daily vehicle availability (DVA) report
- To assist in the monitoring and issue of, and achievement of, service level agreements (SLAs) against the selected suppliers
- To assist in the management of suppliers originating outside of Poland
- To identify and monitor specific transport arrangements required by customer solutions
- Assist in the development and completion of a visitation matrix for suppliers against their relevant category (platinum, gold, silver, etc)
- Be an integral part of the team that negotiates and monitors prices from suppliers

Competencies required to do the job

 IT skills	 Organisation	 Customer service	 Self-motivation
<ul style="list-style-type: none">• Outlook/email 4• Word 4• Excel 4	<ul style="list-style-type: none">• Task prioritisation 4• Systematic approach 5• High volume experience 5	<ul style="list-style-type: none">• Customer focus 4• Excellent telephone manner 5	<ul style="list-style-type: none">• Focused 5• Task completion/tenacity 4• Close supervision not required 4

Any technical job-related skills

- Supplier management experience is essential
- Must be able to work independently
- Must speak fluent Polish and English, as a minimum

About Priority Freight

Priority Freight is an award-winning, rapidly growing third-party logistics company, operating from several offices across Europe. As a strategic partner to major global manufacturers and their suppliers, our teams provide time-critical logistics solutions - often in emergency and crisis scenarios.

Speed and flexibility come as standard. We utilise a global network of strategically located partners to find the most economical and effective logistics solution possible. We move with purpose and speed; enthusiasm helps us deliver new ideas, and solutions. By employing every facet of data and communication, our finance team ensures we have the most up to date and reliable information to help us make the best possible decisions; tightening costs to increase financial performance whilst providing first class support to our clients, suppliers and colleagues.

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.

