

## Job Description

### Job Role: Inventory & Supply Chain Manager

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The **Inventory & Supply Chain Manager** is responsible for developing and maintaining materials requirements planning (MRP) to ensure efficient and cost-effective production. This role involves managing inventory levels, maintaining supply chain relationships and the supply chain process, and leveraging MRP and ERP systems to support demand forecasting, production scheduling, and inventory control. The ideal candidate is highly analytical, with strong experience in MRP and ERP systems, inventory management, and supply chain best practices.

This position reports to our Operations Director

#### About this role

As a **Inventory & Supply Chain Manager** you contribute to team to success by:

- **MRP and Inventory Management:**
  - Develop and maintain the MRP system to support effective production planning and inventory control
  - Working with sales leadership to efficiently establish demand forecasts
  - Analyse inventory needs based on demand forecasts and production schedules to minimize stockouts and excess inventory
  - Set and manage reorder points, safety stock levels, and inventory parameters within the MRP system to optimize inventory turnover
- **Supply Chain Co-ordination:**
  - Collaborate with Admin, Production, and Engineering teams to ensure materials are available for production while minimizing inventory costs
  - Develop and implement strategies to streamline supply chain processes, reduce lead times, and improve overall supply chain efficiency
  - Monitor supplier performance and maintain strong relationships with key vendors to ensure reliability in the supply chain
- **MRP and ERP System Optimisation:**
  - Configure and maintain MRP modules within the ERP system to ensure data accuracy, optimize planning parameters, and support real-time reporting
  - Act as the primary point of contact for MRP-related system issues, troubleshooting, and user support
  - Work with IT and other departments to lead MRP-related system upgrades, implementations, and continuous improvements

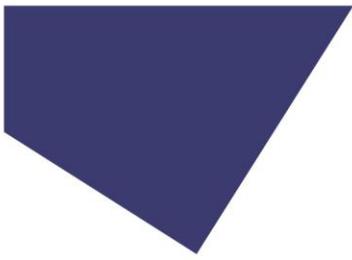
- **Data Analysis and Reporting:**
  - Generate and analyse reports on inventory levels, production schedules, supplier performance, and other key supply chain metrics.
  - Provide regular updates and recommendations to senior management on inventory, supply chain efficiency, and cost-saving opportunities
  - Use data-driven insights to identify and address bottlenecks, risks, and inefficiencies in supply and inventory processes
- **Compliance and Process Improvement:**
  - Ensure that MRP processes and inventory management practices comply with company policies and industry regulations
  - Drive continuous improvement initiatives in MRP and inventory management to enhance operational efficiency and reduce waste
  - Develop and document standard operating procedures (SOPs) for MRP processes and inventory control policies
  - Following all relevant Quality, Health, Safety and Environmental processes

## How do you make an impact?

As a **Inventory & Supply Manager** you have the opportunity to develop CoolLED's MRP System, supply chain and improve our inventory management to support our ambitious growth plans.

## We think this position is right for you if have...

- **Attention to Detail:** Meticulous attention to data accuracy and a thorough approach to inventory management
- **Strategic Thinking:** Ability to develop and execute supply chain strategies that align with business objectives
- **Experience:** Minimum of 5 years of experience in MRP, inventory management, and supply chain operations, preferably in an electromechanical manufacturing
- **Technical Skills:** Proficiency in MRP/ERP systems with hands-on experience in managing and configuring MRP modules
- **Analytical Skills:** Strong data analysis skills, with proficiency in Excel and experience with data visualization tools
- **Problem-Solving Abilities:** Demonstrated ability to identify root causes of supply chain issues and implement effective solutions
- **Communication:** Excellent written and verbal communication skills, with the ability to work cross-functionally and influence stakeholders at all levels
- **Leadership:** Proven track record of leading projects and initiatives in MRP and supply chain management
- **Adaptability:** Ability to thrive in a fast-paced environment and manage changing priorities effectively



This position is based at our headquarters in Andover. Staff are expected to be willing to travel as their role requires to visit customers and partners worldwide.

## CoolLED's Mission

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To advance science and industry with cutting-edge, solid-state illumination systems that transform optical inspection and imaging research to better people's lives

## Our Values

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### Ambitious



in what we plan to achieve

### Committed



to deliver our ambitious plans

### Supportive



of our customers, each other and the environment

### Innovative



in how we solve challenges