

Supply Chain Co-Ordinator

About Lightfoot

Lightfoot is a high-growth technology company based just outside Exeter. Lightfoot has been described as ‘the Fitbit for cars’ and is an award-winning, government-supported technology that plugs into the vehicle and helps drivers find their engine’s sweet spot.

Lightfoot rewards drivers who achieve ‘Elite Driver’ standard with a wide range of prizes, discounts and other benefits; from cheaper car insurance to a year’s supply of pies...

Lightfoot drivers are up to 20% more fuel efficient than your average driver and have 40% fewer accidents, so we are making our roads safer, our environment cleaner and our motoring less expensive. Lightfoot has been disrupting the fleet sector since 2014 with its all-new approach and has customers including Virgin Media, Dyno Rod, South West Water and many more.

This year Lightfoot is also launching to the consumer market so that every driver can be rewarded for better driving.

The Lightfoot team has grown from 25 to 60 in the last 9 months alone. We are based from our new state of the art facility near Chudleigh where you will find a fast-paced environment and a dedicated team driven to making driving fun, social and rewarding.

Job Outline

This role will involve co-ordinating the entire supply chain, from sourcing parts, raising purchase orders, booking in deliveries, following up on quality issues and sending stock to fitters in line with requirements. This is a cross-functional role that requires the candidate to work with multiple teams and departments and handle a variety of different tasks daily. This will involve stock forecasting, working with the installations team to understand short and long-term demand and managing the movement of stock in and out of the business.

Roles & Responsibilities

- Carry out sourcing and purchasing of parts in support of day to day procurement for development and manufacturing
- Develop good working relationships with the supply chain in order to improve supplier performance
- Gather supplier lead times, pricing and bulk discount information to be passed to senior management and Directors to make informed decisions around stock ordering
- Implement minimum stock levels ordering process
- Co-ordinate the stock management to ensure off-site stock is tracked and maintained
- Data entry of all daily transactions and stock movements onto relevant systems
- Implement stock forecasting, understanding the short and long-term stock requirements of the business, working with various teams across the organisation to determine demand
- Facilitate regular stock counts, liaise with external fitters and off-site stock holders to get accurate and real time information
- Review and report on stock variances
- Undertake supplier visits with the view to monitor stock movements and carry out supplier checks
- Manage the returns process, liaising with the engineering team where necessary

Desired qualifications, skills and experience

- Experience in a similar role is **essential**
- The ability to prioritise workload is **essential**
- Experience working within a fast-paced business environment with a “can-do” attitude is **essential**
- Excellent communication and interpersonal skills are **essential**
- The ability to take and execute direction from multiple people is **essential**
- Confidence to contact suppliers by telephone, email and in person is **essential**
- Experience dealing with business suppliers is **desirable**
- Experience using Salesforce CRM is **desirable**

Personal characteristics

- Logical and analytical, a problem solver
- Proactive and forward-thinking
- Confident in all forms of communication
- Organised and attentive to detail
- Able to work both independently and as part of a team
- The ability to work efficiently and in line with processes
- Personable and outgoing, with a good sense of humour

Salary & Benefits

- £23,000 to £25,000 depending on experience
- Membership of employee bonus scheme
- Outstanding quality of life
- 24 days leave entitlement plus Bank Holidays
- Childcare voucher scheme
- Your own Lightfoot and associated benefits

Location

Chudleigh, Exeter

How to apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for the role and including a copy of your CV, to work@lightfoot.co.uk