

# Supply Chain Co-ordinator (Part time - 24 hpw)

## About Lightfoot

We are Lightfoot, a high-growth technology company based just outside Exeter that is trying to make a difference worldwide, one driver at a time.

We help businesses and private motorists improve performance and safety. Our technology has been proven to reduce fuel use and emissions rates by 10-20%, and at-fault accidents and wear and tear by 40-50%. All that from a clever little gadget made in the beautiful Devon countryside. Good, eh?

Our technology is pretty smart – it connects to your vehicle’s on-board computer and uses all of the live data it produces to analyse how efficiently you are driving. It’s similar to the way they analyse performance in Formula 1. Lightfoot turns all that data into simple feedback for you – the driver – so you know when you’re pushing your vehicle too far and can bring it back to maximum efficiency.

We are a growing business and have recently taken private-equity investment from the Business Growth Fund. We’ve moved into a brand-new, state-of-the-art office near Chudleigh (which was voted Exeter’s ‘Best Workspace’) and are excited to keep growing the Lightfoot family with like-minded, passionate individuals.

## 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 and customers 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 and growth team to understand short and long-term demand and managing the movement of stock in and out of the business.

The right candidate will be commitment to continuous improvement and passionate about delivering high quality work within a fast paced but highly exciting environment.

## Roles & Responsibilities

- Purchasing and procurement
  - 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 stock forecasting, understanding the short and long-term stock requirements of the business, working with various teams across the organisation to determine demand
  - Implement minimum stock levels ordering process
  - Carry out sourcing and purchasing of parts in support of day to day procurement for development and manufacturing
  - Process and place purchase orders with suppliers and manufacturers and follow up as appropriate to ensure timely delivery
  - Identify cost saving opportunities
- Stock system maintenance and monitoring
  - Data entry of all daily consumptions and stock transfers onto relevant systems
  - Review and report on stock variances
  - Establish and monitor controls in order to reduce stock variances
- Stock management
  - Co-ordinate the stock management to ensure off-site stock is tracked and maintained

- Manage the returns process, liaising with the engineering team where necessary
  - Fulfil ad-hoc despatch requests from sales and other order requests from across the business.
  - Facilitate monthly stock counts, liaise with external fitters and off-site stock holders to get accurate and real time information
- Supplier relationship management
- Develop good working relationships with the supply chain in order to improve supplier performance
  - Undertake supplier visits with the view to monitor stock movements and carry out supplier checks

## Desired qualifications, skills and experience

- Experience in a similar role is **essential**
- Experience in Excel and word is **essential**
- Strong organisational and administrative skills are **essential**
- Excellent attention to detail and accuracy are **essential**
- Exceptional oral and written communication skills are **essential**
- The ability to prioritise workload is **essential**
- Experience working within a fast-paced business environment 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 working within an automotive environment 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

- £15,000 for 24 hours per week (£25,000 pro rata)
- Membership of employee bonus scheme
- 24 days leave entitlement plus Bank Holidays (pro rata) plus your birthday off
- Health and dental support
- 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](mailto:work@lightfoot.co.uk)