



SUPPLY CHAIN CATEGORY SPECIALIST

Job Title:	Supply Chain – Category Analyst (Refrige)
Department:	Supply Chain
Reporting to:	Supply Chain Category Manager
Responsible for (staff):	N/A
Location:	Upminster
General Purpose of Role:	To ensure that the refrigerant, usage and reporting is achieved in a cost effective manner that meets the requirements of all relevant legislation and regulations. To also support with the management of key refrigeration material suppliers.

ACCOUNTABILITIES

- Responsible for the recording/tracking of refrigerant usage within the business to ensure compliance with F-Gas Legislation. Ensuring that Gas Tracking/Usage Data Base(s) are up to date and accurate at all times.
- Analyse refrigerant spend and usage trends and communicate findings within wider business as necessary.
- Actively work with suppliers regarding lead times, and performance and cost avoidance / Savings opportunities
- Investigate invoices queries that arise and resolve to completion to reduce aged debt across all suppliers
- Control/manage refrigerant cylinder movements throughout the estate to ensure minimal costs are incurred and ensure credit is received for unused returned refrigerant.
- Responsible for the development of effective weekend and out of hours gas ordering and management processes.
- Responsible for the development and ongoing management of remote / electronic gas
- Provide management / analytical trend refrigeration / refrigerant reporting.
- Identifying department improvements that are required to assist in its continuous development and progression
- Analyse and update system records to reflect ordering, receiving and shipping progress of products
- Proactively work with Stock and Inventory team to develop core and critical stock lists
- Prioritise workload according to the severity of the situation and procure parts to allow successful completion of works within the timescales
- Work proactively with the Supply Chain team to address problems before they escalate
- Provide feedback to improve business practices through innovation and identification of needs
- Preparing quotations and submitting them for client approval
- Prepare and co-ordinate information to suppliers and other departments as required
- Update and maintain the purchasing software to reflect order values and cost allocations
- Identifying critical stock holding and proactively drive improvement of stock holdings by suppliers and within Arcus operational teams
- Maintain a working knowledge of the relevant regulations and any changes that may be applicable.
- Ensuring timely and consistent stock availability supporting the performance of the business, thru work with Suppliers & managing their KPI & SLA
- Prepare and submit BER costing for clients
- Adhere to and administrate warranty processes
- Engaging with Operations at all levels, to support, advise, seek input from & innovate
- Ensuring that we work in a compliant, ethical & best practice manner – at all times
- Support the Supply Chain department and wider business on various projects, initiatives and audits
- Supporting the department to meet internal KPI's & objectives
- Represent the business in a professional manner at all times whilst building and developing excellent working relationships within the business and with its customers/suppliers/subcontractors
- Respond promptly to requests/instructions meets the requirements of the business and the client at all times
- Follow company policies and procedures as directed and work to actively deliver the company and departments vision
- Undertake any ad hoc duties as requested by the Category Manager

KNOWLEDGE AND SKILLS

- Working knowledge of Microsoft Office, Excel, Word and PowerPoint
- Minimum 5 GCSE's, or equivalent, A – C grade to include English and Maths
- Ability to operate specialist software
- Ability to represent Arcus and project a professional image at all times
- Excellent communication skills both written and verbal
- Good analytical skills
- Deadline driven
- Deliver tasks with a high degree of accuracy
- Procurement background beneficial
- Refrigeration background beneficial
- Team player but capable of working on own initiative to fully understand implications of changes and effective working methods
- Excellent organisational skills
- Outstanding customer service skills

VALUES & BEHAVIOURS

Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

OTHER FACTORS

- You may be required to work Bank Holidays and provide other out of hours support determined by the needs of the business