



## JOB SPECIFICATION

**Closing Date: 09/02/2018**

**Job Title: BRI Co-Ordinator**

**Reporting To: Buyer and Inventory Control Manager**

**Responsibilities include:**

- Communicating with Suppliers for confirmation of all Purchase Orders, updating the Purchase Orders with information provided.
- Maintaining Product and Supplier information on our Sage X3 system.
- Improvement of targeted delivery dates for customer back orders and liaising with the sales office.
- Responsible for the creation of new products with Sage X3 system and CRM.
- Maintain our supplier assessment system, Terms and Conditions of supply and warranty documentation.
- Assist with Supplier price negotiation and cost reduction.
- New product sourcing.
- Updating Inventory levels.
- Q.A Quarantine stock credit process.
- Other admin duties as required.
- Provide and additional support to the BRI team.

## Experience/Skills:

- Good telephone manner.
- Accurate administration skills.
- Experience in Microsoft Office and Excel.
- Good communicator.
- Team player – a must!
- Ability to work under pressure.
- Ability to work unsupervised or in a team responding to team deadlines.

