TOWER

SUPPLY CHAIN PLANNER

Job title:	Supply Chain Planner
Intro:	Tower Supplies operates a number of company systems to support its fulfilment, product and supplier portfolio.

These include but are not limited to:

- OGL (ERP)
- Qlik (Business Intelligence)
- Sugar (CRM & Workflow)

Function:	To own all aspects of the fulfilment process for your allocated supplier category.
	To ensure Supplier data is loaded and maintained accurately and timely within Tower Supplies business computer systems.
Lines of Communication:	• Upwards – Head of Supply Chain • Laterally – Supply Chain team
Hours of work:	• 8am – 5pm Monday to Friday

Duties

1. Provide the necessary information and paperwork to support inbound purchase orders.

   a. Support Import Clearance
   b. Manage Manufacturing Order tolerances.
   c. Support payment activities dependent on supplier payment terms.

2. Raise Purchase orders in a timely and efficient manner to departmental targets using the information provided by the business systems.

3. Ensure supply partners provide purchase order acknowledgements. Review, challenge and escalate any issues.

4. Analyse data to support prediction of future needs and maintain accurate inventory forecasts.

5. Update the company systems with relevant information and communicate changes to the wider business.

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6. Monitor and where necessary expedite Purchase orders to maintain high service levels.

7. Ensure Supplier NCR (Non-Conformances) are recorded, investigated and closed in a timely manner.

8. Responsible for capturing and reporting data on product and supplier commercial performance. Ensuring supplier rebates are claimed in full.

9. Preparing information & reports for supplier reviews and negotiations.

10. Carry out any other additional duties as required.

Background

- Previous experience in supply chain, logistics or warehouse distribution industries
- Experience working with various systems and, ideally, warehouse management systems.
- Background in data management and reporting
- Experience working in an environment with numerous suppliers and logistics providers (including 3rd party logistics).

Personal Attributes:

- Strong proficiency in data analysis, forecasting utilising technology including ERP systems and databases.
- Excel proficiency to an advanced level. Able to manipulate and manage multiple streams of data.
- Detail oriented – keen attended to detail to manage complex supply chain data.
- Excellent communication skills. Able to work effectively with various stakeholders, including suppliers and procurement teams.
- Extremely disciplined to ensure processes are followed.
- Organised and structured approach to work.
- Ability to prioritise and work to deadlines.
- Product and supplier knowledge & interest

Last updated: February 2026