



# Supply Chain Co-ordinator

Full time position based at Somerset Energy Innovation Centre, Bridgwater  
£20-25k + benefits

SWMAS Ltd is a company with a focus to help SME manufacturers across the South West of England. Based in the Somerset Energy Innovation Centre in Bridgwater we work closely with local stakeholders, large companies and SME companies to support the growth ambitions of businesses in the region. As a result of an exciting new programme we have an opportunity for a new member to join our team in the role of Supply Chain Co-ordinator.

The purpose of the role is to act as a central point of contact for the team to ensure that the information generated through the Hinkley Supply Chain programme can be structured into reporting formats to engage the customer, local stakeholders and identify further opportunities for improvement based on credible data. To understand market trends and identify opportunities for further product development and provide a credible response time to customers requesting analysis information.

The role will require direct working with customers and suppliers alike from all levels of the supply chain as well as interacting with a number of other partner companies SWMAS are working with to deliver the programme.

## Responsibilities:

- To manage calls and enquiries into the programme
- Help co-ordinate and schedule events and other activities associated with the programme
- To support the development of marketing collateral to engage participants in the programme
- Analyze reports of data duplicates or other errors to provide ongoing appropriate intercompany communication and monthly or daily data reports
- Monitor for timely and accurate completion of select data elements
- Identify, analyze, and interpret trends or patterns in complex data sets for opportunities for business support
- In collaboration with others, develop and maintain databases and data systems necessary for projects and department functions
- Perform data entry, either manually or using scanning technology, when needed or required
- In collaboration with others, interpret data and develop recommendations based on findings
- Develop graphs, reports, and presentations of project results
- Perform basic statistical analysis for projects and reports
- Create and present visual management dashboards
- Generate routine and ad hoc reports

## Knowledge/Skills:

Degree qualified or pending qualification preferably in Supply Chain, Logistics or Procurement

Knowledge of the Nuclear sector would be a distinct advantage

Technical expertise regarding data models and database design development.

Understanding of XML, SQL and Visual Basic.

Proficient in MS Word, Excel, Access, and PowerPoint

Experience using Minitab or other statistical packages is desirable for analyzing large datasets

Knowledge of statistics

Experience in data mining techniques and procedures and knowing when their use is appropriate

Ability to present complex information in an understandable and compelling manner through reports

SWMAS welcomes applications from all sections of the community. If you would like to receive this job vacancy in another format please contact us.

Applications for part-time and job share may also be considered. Please respond with CV and covering letter to [nick.golding@swmas.co.uk](mailto:nick.golding@swmas.co.uk) to apply for this role. **Closing date for applications 30<sup>th</sup> April 2017**