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| Job Title: Project Logistics Supervisor | Reference: HW22 |
| Department: Operations | Hours: 38.75 |
| Division/Location: Wigan office based | Permanent |
| Reporting to: Global Head of Operations | |
| Salary: Competitive | |
| Benefits: Competitive salary, 22 days holiday per annum (plus public holidays) increasing by 1 day per year up to a maximum of 25 day per annum, Pension Scheme, Company contractual sick pay scheme. | |

About the Company

Established in 2011 Fourteen IP Communications is one of the leading global providers of specialist voice and data solutions to the Hospitality Industry. We are a people centric company who are proudly accredited by Investors in People. We believe that our people, customers, and partners are part of our family and are at the centre of everything we do.

Our mission is “To be the most chosen & valued brand in the hospitality cloud communications market by providing product innovation, customer led solutions & outstanding service” which can only be achieved through the Passion, Innovation and communication demonstrated by our people.

If you are looking to take the next step in your career, and work in an environment that will allow you to both develop and challenge yourself then this the role for you.

About the Role

The Project Logistics Supervisor is a key role within Fourteen IP and is vital to the success of our worldwide deployment activities.

The successful candidate will undertake and supervise others to ensure that all aspects of purchasing, stock control and hardware distribution are efficiently executed and financially controlled according to project budgets and timescales. Working closely with other function areas you will establish and maintain effective relationships with colleagues and suppliers, ensuring that the operations team achieve their departmental key performance indicators.

Essential:

- Minimum 5 G.C.S.E grade A-C which must include English and Mathematics
- Supervisory experience in an office or warehouse environment
- Purchasing experience including price checks, raising and placing purchase orders using online purchase order systems, supplier portals and/or accountancy systems

- Goods receiving, checking specification and physical quantities of goods received.
- Despatching including courier relationship management and knowledge of Commercial Invoices, Tariff Codes, Declarations of conformity, shipping DAP Incoterms -EORI and VAT numbers.
- Stock taking and stock movement tracking experience.
- Knowledge and/or experience of manufacture warranty, repairs and replacements procedures
- Management of tools, test equipment and PPE
- Ability to demonstrate an understanding of commercial and financial aspects of project logistics.

- **Preferable**
- Training or qualifications relating to Purchasing, Logistics or Project Management
- Relevant experience within the IT and/or Communications Sector
- Purchasing experience including sourcing and onboarding suppliers, supplier relationship management and negotiating terms of supply
- International import export experience or knowledge
- Experience using Sales Force Lightning or similar CRM systems.
- Experience using Kashflow or other cloud-based accountancy packages.
- Experience of cloud-based stock control systems and/or implementing stock control systems.

Location

Due to the requirements of the Role this is an office-based position and not suitable for remote working.

Application

Please supply a covering letter with your CV detailing why you believe you would be suitable for this Role to helen.waterworth@fourteenip.com