



Supply Chain Coordinator

Reporting to: Group Supply Chain Manager

Department: Operations

Company Background

Company of Animals are a well-established pet care and wellbeing business and a leading developer, manufacturer, and master distributor of pet accessories worldwide, supplying a variety of distributor, veterinary and retail accounts.

Widely recognised for its strong product innovation and award-winning brands, the Company of Animals' impressive portfolio includes Pet Corrector™, Halti®, Pet Head® and Baskerville®. A privately-owned company with sales in over 50 countries, we have offices in Surrey, UK and Denver, USA, Melbourne Australia along with distribution centres in USA, UK, and China.

Based in our dog-friendly offices in Chertsey, this role will be a key member of the Operations team responsible for the management of our inventory control.

Main Job Tasks Responsibilities:

- Responsible for Inventory accuracy and reconciliation of our five global Distribution Centres, including investigation of discrepancies, and processing stock adjustments.
- Working with the Commercial and wider Operations teams to manage and communicate customer allocation for items low or out of stock.
- Ongoing maintenance and development of the CPD (Central Product Database), detailing Item, Case and Pallet weights and dimensions etc.
- Responsible for the CPCS (Cost Price Calculation Sheet), detailing and evaluating Item Landed costs based on Purchase Prices, Freight, and Duty costs.
- Updating all Purchase Order ETAs based on live information for all inbound shipments.
- Reporting of various Supply Chain KPIs and ongoing analysis of rates to support Supply Chain Manager with negotiation and tenders.
- Creation of new SKUs and maintenance of various fields within Group ERP System.
- Liaison with warehouse and freight forwarders to resolve any shipment delays or issues.
- Processing and tracking of Intercompany orders between subsidiaries.
- Working with External auditors to demonstrate integrity of Inventory and Costing methods.
- Ad hoc support of the Global Order Entry Team in times of absence or high workload.

Key Competencies:

- High level of attention to detail and accuracy.
- Boast first-rate analysis skills with an ability to present data clearly and concisely.
- Excellent organisation and time management skills.
- A great communicator, both verbally and through written communication methods.
- An excellent team player, who also can work well alone when needed as well as an ability to work well with users both locally and internationally at all seniority levels as well as building business relationships with our external vendors

Experience

- Minimum 5 years working in a Supply Chain role
- Degree or qualification in Supply Chain beneficial but not essential
- Strong Excel skills along with experience of working with ERP systems