

JOB DESCRIPTION: Supply Chain Co-ordinator

LOCATION: Head Office, Units 1-6, Old Station, Higham, Bury St Edmunds

REPORTING TO: Supply Chain Lead

The Company

Aran Insulation, part of Aran Group, is an award-winning, industry leading organisation striving to improve energy efficiency of homes throughout the UK. Passionate about improving quality of life and cost of living, the company's goal is to reduce carbon emissions of UK households. We are a dynamic company going through an exciting period of growth and development. Aran Insulation is committed to developing its staff through training and progression, giving them the tools and opportunities to excel.

Job Role

Reporting to the Supply Chain Lead, the Supply Chain Co-ordinator will be responsible for delivering key elements within the supply chain life cycle:-

Key Responsibilities

- Work with the project teams to ensure installs are completed and the required evidence has been submitted by the contractor
- Collaborate with a diverse range of internal and external stakeholders to determine demand, timescales, and expected outcomes
- Build mutually beneficial relationships within the supply chain to facilitate on time and on budget project delivery
- Ensure defined Supply Chain KPI's are monitored
- Requesting quotations from supply chain and ascertaining adherence to rates within service agreements
- Assist with the evaluation and onboarding of new suppliers in a timely and risk averse manner
- Ensure the supply chain conform to Aran's values and customer service expectations
- Measure supply chain performance and ensure consistency across Aran's supply chain network
- Support in customer resolutions where supply chain have been utilised
- Sign off of supply chain invoices ensuring they reconcile with the quotations provided

The Supply Chain Co-ordinator will be based at the Aran Insulation Head office, in Higham and will be expected to work office hours Monday to Friday 9am to 5pm. Unless Meetings dictate working outside of these hours.

Person Specification

Criteria	Essential	Desirable
Experience / Knowledge		
Supply chain delivery within fast-paced environment Effective scheduling and stakeholder engagement Project delivery	✓ ✓	✓
Skills		
Computer Literacy Good Negotiation skills & ability to influence stakeholders Professionalism Team player Self-motivated	✓ ✓ ✓ ✓ ✓	

Benefits

- Casual dress
- Free sandwich Friday
- Company Christmas shut down
- Employee assistance programme provided by Bupa
- Company events
- Company pension

Salary

Between £24,570 - £27,500 P.A

Note:

This is a description of the job as it is constituted at the date shown. It is the practice of Aran Insulation Limited to periodically review Job Descriptions to ensure they relate to the job performed, or to incorporate any proposed changes.

Aran Insulation Limited is fully committed to Equality, Diversity and Inclusion in all areas of our business including the appointment of staff. We ensure that applicants who meet our shortlisting criteria are invited to our recruitment process.

Due to the nature of our work, we undertake criminal record checks with the Disclosure and Barring Service for all successful applicants, and periodically thereafter. Should an applicant not satisfy our background checks any conditional offer of employment or employment may be withdrawn.

Description prepared by: Daniel Wright (Technical Manager)

Description approved by: Craig Thomson (Director of Operations)

Date: 01/04/2025