

Supply and Distribution Manager

SP01 is a contemporary Australian furniture brand, which is manufactured 100% in Italy, and distributed internationally. We are seeking a **permanent full time** supply and distribution manager to handle all aspects of procurement, warehousing and order delivery at our Sydney based operations in **Alexandria**.

The suitable candidate will have;

- A high degree of proficiency in Excel
- Experience working with ERP or project management programs.
- A detail oriented mindset with the ability to be across a wide range of concurrent tasks.
- Confidence communicating verbally and in writing with our Italian supply chain

Package circa 70K including Superannuation

Tasks Include:

Logistics coordination and monitoring of distribution

- Liaising between departments and customers and ascertaining requirements for outward goods and associated forwarding transportation
- Developing purchasing, storage and distribution strategies, policies and plans
- Serve as a first point of contact for any logistics related matters;
- Follow-up goods production status with Italian factories
- Run and send shipping schedule to Italian warehouse and forwarders for orders confirmed ready, including information of agreed Incoterms, required shipping documents and any special instructions;
- Liaise with freight companies, Italian warehouse, factories on status of orders scheduled for shipping;
- Inform customers and/or external shipping agents of shipping dates and/or collection from warehouses dates;
- Request and review manufacturers' invoices for ready orders;
- Request and review packing lists supplied by Italian warehouse for in-stock products;
- Issue and/or arrange for relevant shipping documents when required;
- Receive purchased products into inventory upon invoices receipt in accordance with correct tax schedule;

Payments management

- Recording of purchase, storage and distribution transactions.
- Each month submit supplier's invoices to Accounts Department for payment;
- At month end, upon request from Administration, investigate outstanding debtor's payments and provide update;
- Check correct goods allocation to clients' orders, print & authorize delivery dockets for Administration to issue invoices accordingly;
- Send SP01 invoices to clients and freight companies where required;
- Follow-up outstanding balance payments with customers with pre-delivery payment terms
- Review, authorize and submit freight invoices to Accounts for payment.

Client order management

- Provision of orders to meet customer or client requirements

- Maintain orders related communication with customers upon order placement;
- Enter sales orders in the system in accordance with agreed terms;
- Supply pro forma invoices for prepayment to clients other than Space;
- Follow-up deposit payments where required before confirming order for production or fulfilling from stock available;
- Assist Accounts with correct payments allocation;
- Raise and send purchase orders to Italian manufacturers in accordance with MOQ if applicable along with any relevant information or special requests;
- Follow-up order confirmations with Italian manufacturers;
- Review order confirmations details against PO and confirm ex-factory date;
- Supply SP01 order confirmation to customers accordingly and communicate any relevant information, such as lead time or shipping details.

Inventory control

- Monitoring and reviewing inventory and its associated storage to meet requirements and manage stock levels
- Recording all movements of components and finished goods, and ensuring re-ordering and re-stocking at optimal times
- Monitor quantities of stock available in Italian warehouse and raw materials at suppliers' warehouses;
- Ensure all inventory movements are accurately recorded in the system and reflect real location (by stock receipts, transfers, adjustments, GOL's transactions etc.)
- Prepare stock orders requests in accordance with MOQ and submit to management for approval;
- Place stock orders with factories;
- Work with Italian warehouse ensuring delivered materials match invoices supplied to SP01 and stock arrive safely;
- Work with Italian warehouse ensuring SP01 recorded inventory matches physical stock; make stock adjustments where necessary;
- Work with Italian warehouse ensuring boxes are stored and labelled in accordance with SP01 requirements;
- Create and maintain product database in ERP.

Reporting

- Implementing plans to maintain required stock levels at minimum cost
- Before Monthly WIP run and update MOQ Forecast Report along with Payment Summary Report for cash flow overview and discuss next stock orders with management

Other

- Receive and resolve customer service claims, shipment shortages, damages or any other post-delivery issues;
- Upon request from management, run various reports using data extracted from ERP;
- Work closely with Product Development team on daily operations related to new products' orders, technical aspects of products, manufacturers' agreements details, pricing, customer service issues and others;
- Work with Finance on any matters related to supplier payments & stock, reconciliation and other accounting end of operations;
- Keep updated records of both manufacturer's and dealer agreements, price lists & general terms of trading;
Review rates & services of freight companies; suggest and or/ implement improvements in shipping and handling process

We believe in people who are skilled and passionate.

The rewards!

- Weekly pay
- A positive work environment
- All day staff parking onsite

Please be advised that only shortlisted candidates will be contacted.

Shortlisted candidates will be required to complete an Employee Application Form.

If you feel you possess the necessary skills and experience for success in this exciting role, please apply now

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