



H+K INTERNATIONAL

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>GRNI Administrator</b>
<b>LOCATION:</b>	<b>Rugby, Warwickshire</b>
<b>DEPARTMENT:</b>	<b>Procurement</b>
<b>REPORTS TO:</b>	<b>Head of European Supply Chain</b>
<b>GRADE:</b>	
<b>DATE:</b>	<b>October 2023</b>

<b>JOB PURPOSE:</b>	Responsible for GRNI matching on our ERP leading to prompt payment and well managed data. To assist the Demand Planner including preparation and optimisation of supply chain data supporting day to day department activity and any Ad hoc tasks as and when required.
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<b>BUDGET: N/a</b>		
<b>EMPLOYEES:</b>	<b>No of Direct reports:</b>	<b>0</b>
	<b>No. in total team (departmental)</b>	<b>3</b>

<b>PRINCIPAL ACCOUNTABILITIES:</b>	
1	GRNI matching of invoices to goods received on our AX ERP
2	Creating and maintaining purchase orders to ensure continued supply of parts to support production activities
3	Proactively updating the ERP system with any changes
4	Dealing with general pricing queries to ensure that the accuracy of the purchasing system is high to eliminate PO queries and ensure supplier payment are on time.

**NATURE AND SCOPE:**

As a GRNI Administrator you will work as part of a team reporting to the Head of Supply Chain.

The GRNI Administrator should be enthusiastic and willing to learn and develop in this role and ideally have experience within a similar role with working knowledge of a Manufacturing/Retail background and ERP systems. Applicants must have experience with Outlook and ideally an accounts or supply chain background.

Strong negotiation and influencing skills are essential as you will be managing suppliers and presenting complex information to them. Computer literate, experience with MRP/ERP and excellent numeracy skills are a must. The ideal candidate will be commercially astute.

In addition, you will need good verbal/telephone and written communication skills in English, be methodical in approach, able to demonstrate close attention to detail and concentrate for long periods of time.

This role entails communicating with OEM's globally so experience working in a global manufacturing organisation is preferable. Fluent in English/Polish would be desirable.

An appreciation of customer needs and experience of working as part of a busy team to tight deadlines without losing focus are also essential.

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Education / Qualifications (Academic, Professional and Vocational)	Minimum standards in English & with good verbal and written communication skills  Strong mathematical knowledge	
Experience	Accounts /Supply chain planning background	
Technical Knowledge	Intermediate Excel skills	Knowledge of ERP systems
Skills and Behaviors	Excellent communication skills with the ability to work under pressure.	Structured thinking  Process Driven
General	Willing to learn Ability to use your own initiative Well organized	