

Position Title: Sourcing Coordinator
Location: DMC
Reports to: Senior Sourcing Director

Sourcing Coordinator

Position Summary:

The Sourcing Coordinator role shall report into the Senior Sourcing Director and will be responsible for supporting the Sourcing Department dealing with the administration, collating and recording of all Supplier Agreements on the supplier register and act as primary contact for the New Supplier Setup Process.

As Sourcing Coordinator you will carry out data input support activities for the Sourcing Specialist and the Sourcing team to help ensure that the ERP System (Oracle) is kept up to date with the latest delivery information to allow other departments to have the latest 'current' situations.

To aid the Sourcing Specialist raise non stock purchase orders as requested by the relevant departments and help with the sourcing administration as required.

Responsibilities

- Reviewing supplier register to ensure all key suppliers have signed and returned the following documents; Confidentiality Disclosure Agreements, SLG Code of Conduct, Manufacturing Agreements (Licensed and non-Licensed)
- Amending dates on PO's and Subcontract jobs
- Updating of Blanket purchase agreement information on Oracle.
- Preparation of technical information into Request for Quotation (RFQ) packs.
- Distribution of technical information to and from supplier on RFQ
- Update of static data and pricing information
- Sourcing representative at Engineering Change meetings
- Filing for the Sourcing department
- Answer telephone calls
- Pricing details update with the system and notify relevant parties.
- Aid with any other general administration as required.

Desired skill requirements, competencies and experience

- Proven experience in a similar role
- Proficient in MS Office,
- High level attention to detail
- **Oracle** – Oracle experience is a must. Must be proficient in Oracle.
- Self-motivated and able to work on own initiative with minimum supervision.
- Flexible, hands-on approach to working as part of a team or individually.
- Excellent organisational communication and administration skills
- Ability to work effectively and efficiently with departments

To apply

Please apply online.

The information contained within this job description overview is not intended to be all-inclusive. Nothing in this job description restricts management or the company's ability to assign or reassign duties and/or responsibilities to or from this role at any time. This document is subject to change with or without notice.

Dover Fueling Solutions is an equal opportunity employer and affords equal employment opportunities to all employees and applicants regardless of race, color, religion, creed, age, gender, sexual orientation, genetic information, marital status, national origin, disability, or any other characteristic protected by federal, state, provincial or local law. Dover Fueling Solutions conforms to the spirit as well as to the letter of all applicable laws and regulations.