**WORKDRY INTERNATIONAL**

**POSITION DESCRIPTION: Supply Chain Manager**

**LOCATION:** Hixon Equipment Refurbishment Centre

**POSITION PURPOSE:** To lead the Supply Chain function at the Hixon Equipment Refurbishment Centre. This role is responsible for the strategic and day-to-day management of all supply chain activities, including procurement, inventory control, supplier performance, and logistics, specifically tailored to the needs of refurbishment (not new product manufacturing).

The role will ensure efficient and cost-effective flow of materials, reduce stock delays, improve availability of refurbished components, and drive improvements in quality, compliance, and operational performance.

**RESPONSIBLE TO:** Head of Equipment Refurbishment

**RESPONSIBLE FOR:** Stores Team and Stock Controller

**REGULAR CONTACTS: Internal** Production Manager

Team Leaders

Stores and Goods-In Teams

Fitters and Fabrication Operatives

SHEQ Team

Health & Safety Team

Fleet Support and Logistics Teams

HR and Training Coordinators

Head Office

HR

**External** Suppliers and contractors

External Health & Safety consultants or trainers (as required)

Equipment maintenance service providers

**MAIN RESPONSIBILITIES:**

**Leadership & Strategy**

* Lead all procurement and supply chain operations to support equipment refurbishment output across mechanical, electrical, fabrication, and finishing areas.
* Develop and implement a localised supply chain strategy that supports operational uptime, minimises downtime, and aligns with Selwood’s group procurement objectives.
* Rationalise suppliers and evaluate ongoing vendor performance using robust KPIs.
* Represent the supply chain function at site leadership meetings and support strategic initiatives.
* Maintain close collaboration and dotted line to the Purchasing and Supply Chain Manager for Pump Sales & Manufacturing (Head Office, Chandlers Ford).
* Collaborate as needed with the Central Workdry Procurement department.

**Operational Execution**

* Oversee purchasing, stock control, goods receiving, and internal logistics across the site.
* Ensure timely procurement of materials and components to support refurbishment planning and job card completion.
* Coordinate closely with production and planning teams to ensure material readiness against daily output schedules.
* Resolve supply-related bottlenecks and manage reactive sourcing when needed.

**Supplier Management**

* Manage supplier relationships, negotiate terms, and ensure service level agreements are upheld.
* Ensure suppliers provide relevant documentation including certifications, compliance records, and H&S data sheets.
* Monitor warranty returns and support supplier-led root cause and corrective actions.

**Inventory & Systems Management**

* Maintain optimal stock levels to avoid shortages or overstocking of critical refurbishment components.
* Support ERP/MRP (manufacturing management systems) development and reporting tools to improve material tracking, usage trends, and forecasting accuracy.
* Lead monthly stock checks and reconciliation audits in conjunction with stores.

**People Management**

* Manage and develop a team covering stores, procurement, and logistics roles.
* Lead recruitment, performance reviews, training, and succession planning.
* Promote a positive and proactive culture focused on safety, accountability, and high performance.

**Continuous Improvement**

* Identify and implement cost-saving opportunities across the supply chain and logistics functions.
* Lead local implementation of lean initiatives, 5S in stores, and material flow optimisation.
* Collaborate with the Process Improvement Leader to align supply chain inputs with site improvement projects and value stream mapping outputs.

**Compliance & Reporting**

* Ensure compliance with ISO 9001, 14001, and 45001 standards across purchasing and materials handling.
* Maintain supplier audit trails and ensure all legal, SHEQ, and environmental requirements are met.
* Develop and report weekly/monthly KPIs (stock accuracy, delivery OTIF, cost avoidance, etc.) to the Head of Equipment Refurbishment.

**QUALIFICATIONS & EXPERIENCE:**

**Essential:**

* CIPS or equivalent professional qualification.
* Proven experience in procurement or supply chain management within a repair, refurbishment, or engineering service environment.
* Strong understanding of stock control, supplier negotiation, and materials planning in a fast-paced, job-specific workflow.
* Experience managing cross-functional logistics within a site-based operational role.
* Demonstrated ability to implement supply chain process improvements and cost-out initiatives.
* Proficiency with Microsoft Office and ERP systems (preferably MS Dynamics or similar).
* Solid understanding of health, safety, and environmental compliance within industrial operations.
* Excellent leadership, planning, and communication skills.
* Hands-on, visible leader with a proactive and solutions-focused mindset.
* Calm under pressure with strong organisational and time management skills.
* Able to build effective relationships internally and externally.
* Methodical and data-driven, with attention to detail and commercial awareness.
* Strong advocate for safety and continuous improvement.

**Preferred:**

* Experience working in a plant, depot, or workshop setting servicing hire fleet or rotating equipment.
* Background in water pump or electro-mechanical industries.
* Familiarity with refurbishment workflows including strip, assess, parts requisition, repair and reassembly.