

Position: Regional Supply Chain Supervisor

Education: Bachelor's degree in any related field

Years of Experience: 3-5 years of prior supply chain experience within the medical industry

Brief Description on Duties:

- Request, assess and review sales and purchase forecast from sales department on yearly basis and prepare the shipments forecast accordingly
- Request the rolling forecast from the sales department and share the same with the supplier as per the agreements in place
- Send the purchase orders to the suppliers and follow up on goods availability and ensure to avail the shipments per the pre-set shipments schedule
- Prepare the order schedule and follow up with the sales department to confirm the orders per the timelines available in the agreements
- Ensure renewal of insurance of shipments on yearly basis
- Update any change that may occur in the forecasted shipments and ensure that this is sufficiently communicated to the relevant stakeholders within the company.
- Request a calculation sheet from the sales department upon each order confirmation and ensure to maintain a minimum 3-month coverage for all the products
- Report to the clearing agent any complaint or damage that may be caused during shipments
- Assess of new clearing agent for shipments handling and clearing and ensure to maintain a valid contract with the clearing agent covering the aspects of the GSDP
- Follow up with the logistics insurance providers to ensure that the products being shipped are sufficiently insured to cover up for the company's direct and related costs.
- Ensure that the shipping conditions are compliant with the required storage conditions and GSDP standards
- Inform the insurance company of any damage or loss incurred to the shipment and request reimbursement.
- Operate the ERP system to report the activities performed
- Communicate with the supplier on any compensation needed from their side upon; repricing, missing/damage goods, exportation for analysis, and any other reimbursement related to the supply chain department. Communicate with the accounting department on any compensation needed from the supplier to prepare the debit note accordingly.
- Revise the order schedule prepared by the Supply Chain coordinator and make sure that all information mentioned are accurate
- Revise the syndicates calculation prepared by the Supply Chain Coordinator

Skills Required:

- Ability to work under pressure and strict deadlines
- Problem solving Delegation and monitoring
- English, Arabic and French Language