

- Position:** Supply Chain Manager
- Location:** Porthleven, Cornwall
- Package:** Competitive salary & excellent benefits

## The Company

At Flexi-Hex<sup>®</sup>, our goal is a clear one; to lead a new generation of sustainability within the packaging industry and raise awareness of the environmental threats currently facing our world. Our philosophy is focused around creating efficient and innovative solutions that ultimately help reduce the amount of packaging waste ending up in our world.

## The Role

This multifunctional role will take responsibility for the daily operations of the business, ensuring our supply chain is running as smoothly as possible. It is key to our customer service and satisfaction alongside having the potential to make a big difference to our growth and profit line.

In this role you will support the shipping of stock across the globe, the delivery of product to customers through select partners and fulfilment houses as well as ensuring stock levels are maintained. You must ensure any issues are handled in a professional, empathetic, and timely manner, with attention to detail being key. For this you will need patience, exceptional listening and communication skills and be computer literate.

We would also like to see this role take on the responsibility of the sustainability of our supply chain. This would include challenging our current practices, suggesting more eco-friendly solutions, working with the marketing team on B-Corp certification and communicating our goals to suppliers and operational partners.

The Supply Chain Manager will be the first position of its kind within Flexi-Hex, reporting directly into the Leadership Team, with a vision to grow a new and exciting team within the company to drive forward our strategy.

## Key Duties

### *Logistics and international coordination*

- Managing regular delivery of our product to customers and distributors, ensuring cost efficiencies.
- Managing the movement of stock through our international supply chain and logistics network including tracking orders placed and confirming despatch and delivery times both internally and with global partners. This includes air, sea and road freight.
- Daily operational management of 3<sup>rd</sup> party logistics and fulfilment partners to ensure OTIF (on time in full) delivery of our stock.
- Ensuring that all customs procedures and paperwork is prepared correctly and efficiently for international shipping.
- Handling any customer complaints and providing solutions.

### *Inventory*

- Monitoring inventory and stock levels to ensure optimal stock is held as well as reporting on any damaged stock.
- Taking responsibility for purchasing and managing inventory levels for all products globally.
- Updating the sales and operations teams on any delay to inbound orders, or potential stock issues that could impact future sales.
- Owning month-end processes including stock reconciliation across all global sites.

### *Projects*

- Working with the team to develop relationships, systems and processes that ensure we are as efficient as possible as we expand.
- Support projects that help maintain and improve our sustainability credentials related to our product and supply chain.

## Key Skills

This role is ideal for someone who has been working within logistics/supply chain for 2-3 years previously and would like to progress their career with more responsibility within a fast-paced, growing start-up. We're looking for someone who is a good communicator, a strategic thinker with strong attention to detail and someone who has the confidence to influence and negotiate, any import and export experience is an advantage. A passion for or experience in sustainable practices within a business setting would also be beneficial.

*To apply, please email [careers@flexi-hex.com](mailto:careers@flexi-hex.com) with your CV and a cover letter explaining why you think you're the right candidate for this role. Please submit by Friday 17 September.*