

**Supply Chain Planner**  
**Permanent contract.**

**COMPANY BACKGROUND**

Hallgarten Wines has over 90 years of experience in the UK wine trade. We market and sell over 1,200 wines from some of the greatest wine producers in the world through our strong sales team to all sectors of the UK trade - restaurants, hotels, independent wine merchants and national multiples. We are proud winners of the Drinks Business Company of the Year Award 2023.

**THE OPPORTUNITY**

We are looking for someone to join our professional Shipping Team. Experience of working in wine and working knowledge of replenishment and forecast planning processes is equally required. We expect you to be extremely numeric and analytical as the successful candidate will have ownership for stock availability and service levels whilst minimizing stock shortages and costs.

**KEY RESPONSIBILITIES**

Using available systems tools, monitor 'your portfolio of wines' ensuring that replenishment commitments are in place to cover short and medium term demand requirements. Ensure that the following are considered during the review cycle:- Stock levels, Expected stock, Forecast/Actual demand, target service levels, lead-times, Supplier reserves and seasonal policies.

Continually review and appraise the agreed forecast against short term trends and ensure that deviations are covered and communicated to the Demand Planner.

Routinely review inventory levels against the stock plan to ensure that target stockholding objectives are maintained and in line with KPI's set and communicated by the Supply Chain Manager.

Review and monitor product availability service levels and ensure that the portfolio operates within the agreed targets.

Manage order review cycles, frequency, consolidation and size (including EOQ/MOQ economic order quantities & minimum order quantities) to ensure that the portfolio operates within the agreed target objectives.

- Availability
- Overall stock holding and cover
- Shipping costs

Review suggested purchase orders (system generated and manual) and amend, approve and release as appropriate.

Liaise with the Sales teams and (Demand Planner) to provide guidance on potential new business or customer listing requests.

Work closely with the Sales teams to ensure that specific customer requirements are planned and delivered alongside 'business as usual' (new customers, direct deliveries, specific events).

Work with the Demand Planner and Supply Chain Manager to ensure short term supply issues are managed through allocations to priority customers.

Incorporate confirmed new listings into short term replenishment activities and ensure that on-going demand changes are shared with the Demand Planner.

Prepare seasonal 'stock build' plans to mitigate the effects of peak trading periods and periods of producer closures. Share such plans with 3<sup>rd</sup> Party Liaison (London City Bond) 3PL partners to support capacity planning activities.

Continually review expected arrivals vs planned to support early communication of impending constraints or shortages to the business and our customers.

Work closely with Sales Teams, Brand Management, Key Account Task Force and the Demand Planner to assist with tender response activities and the provision of advice on specific proposed wines.

Consider the impact on our environment and challenge current methods where a less harmful approach may be available.

Maintain a working knowledge of the processes relating to other parts of the portfolio replenishment including Bulk bottling and own label.

### **REQUIREMENTS**

- Good knowledge and understanding of replenishment/forecast planning processes within the food/drinks industry.
- Experience using ERP and replenishment modelling software packages ideally Netstock & Navision
- Experience of replenishment and management volume forecasting for numerous lines
- Able to establish strong relationship with suppliers by working closely with them, managing allocations, product demand, vintages and production plans
- Experience of monitoring actual sales versus forecast on a regular basis in order to proactively identify issues
- Attention to detail and numerical accuracy
- Strong Collaborative skills.
- Time management, self starter can work without supervision and capable of making decisions
- Team player who actively contributes to the team's operation and development
- Analytical approach and strong problem solving skills.
- Passion for the product.
- Strong sense of urgency.
- Excellent written and verbal communication skills.
- Ability to work with all levels of management.
- 1-2 years of experience in demand and supply planning environment.
- Working knowledge of replenishment/forecast planning processes within the food/drinks industry.
- Intermediate Excel

### **WHAT IS ON OFFER**

- Competitive Salary
- Bonus Structure and Company Profit Share Scheme
- Pension scheme
- 25 Days Annual Leave per annum with the ability to purchase up to 5 days
- Flexible working available
- Free parking

### **ADDITIONAL INFORMATION**

Our Head Office is in Capability Green. Our 5 values are Partnership, Positivity, Passion, Pride and Progression; you will find a collaborative, supportive friendly team at Hallgarten Wines which gives you the platform to succeed and grow.

We are an equal opportunity employer and are committed to equality of opportunity for our current and future employees irrespective of their gender, age, race, disability, marital status, religion or belief, or sexual orientation. We believe that the wide range of perspectives that result from diversity promotes innovation and business success. If you need reasonable adjustments at any point in the recruitment process, please let us know and in your application, please feel free to note which pronouns you use.

Closing date for applications is **2<sup>nd</sup> April 2024**, but we reserve the right to close earlier should we find the successful candidate. Please send an up-to-date CV to [hr@hnwines.co.uk](mailto:hr@hnwines.co.uk)