

**AEP Networks Ltd**

**Job Specification**

<b>JOB TITLE:</b>	Order Processing and Logistics Co-ordinator
<b>BUSINESS UNIT:</b>	Operations

**OVERVIEW OF ROLE:**

AEP Networks is a leading supplier of data, voice, secure communications, network security and cryptographic accelerator products that are used by government, enterprise and carriers.

Working in AEP's Operations team, you will be involved in all aspects of supply chain, particularly order processing, inventory management and worldwide procurement and logistics.

It should be noted that the successful candidate may be required to undergo security clearances by the UK government.

Although primarily based in Hemel Hempstead, the candidate will occasionally be required to work at AEP's Ascot site.

**MAIN DUTIES AND RESPONSIBILITIES:**

- Scheduling and generating purchase orders and supplier management
- Timely sales order processing and communications to Customers and Account Managers
- Timely and accurate completion of processing activities on AEP's business accounting system (Great Plains)
- Regular inventory checks
- Proactively engaging in implementing and sustaining "best in class" practices throughout client delivery activities.

**Candidate Specification**

**ESSENTIAL SKILLS & KNOWLEDGE:**

**Purchase order processing and procurement**

- Domestic and international level procurement
- Must be able to co-ordinate, raise and schedule purchase orders to achieve deliveries using a business accounting system (eg Great Plains, Exchequer, Sage etc) and procedure
- Tracking orders and carrying out quality checks on received items before booking them in the accounting system
- Monitoring and documenting supplier performance with regards to lead-times and quality
- Tracking inventory and flagging low stock levels

**Sales order processing and logistics**

- Domestic and international customer sales order processing experience
- Must be able to co-ordinate sales order documentation and logistic information

using a business accounting system (eg Great Plains, Exchequer, Sage etc) and procedure

- Excellent knowledge and experience of international logistics
- Must be able to learn the technical depth of AEP's product range in order to interface with suppliers and customers effectively
- Timely shipment of customer orders with correct and accurate documentation such as delivery notes

**Quality**

- Quality focused in all aspects of work
- Ability to propose, develop and implement process improvements

**General**

- Strong analytical and IT skills; proficient in Word, Excel and PowerPoint
- A clear communicator with well-developed interpersonal skills
- Energetic and methodical; possessing the drive and determination to see things through to high quality
- Ability to work in a well planned and structured manner with minimum supervision
- Strong negotiating and influencing skills with the ability to negotiate and influence at multiple levels both with suppliers and internal customers

**EXPERIENCE:**

- Minimum of 3 years of multi-discipline experience in logistics and either supply chain management or procurement
- Strong manufacturing or procurement background within an electronics technology company is highly desirable
- Minimum of 2 years experience with an accounting package
- Specific skills in Great Plains is highly desirable

**QUALIFICATIONS:**

- Candidates should be educated to HND or degree level

**ADDITIONAL SKILLS/ATTRIBUTES:**

- Professional and diligent
- Results orientated
- Able to work to tight deadlines
- Enthusiastic
- Car driver with full licence