

Polypipe Civils & Green Urbanisation

Supply chain Apprentice, Loughborough

Based at Loughborough reporting to the Planning Manager we are looking to recruit a Supply Chain Apprentice.

This is an entry level role for candidates interested in embarking on a career in supply chain supported by an appropriate supply chain related learning and development programme.

The Supply Chain Apprentice will support the supply chain team in providing timely delivery of material input, effective manufacturing planning and also support our internal logistics and transport functions.

This role offers a wide variety of supply chain administrative duties providing work experience and learning which will form the foundation of a career in supply chain, together with the opportunity and expectation to progress personally and professionally to achieve the Chartered Institute of Procurement and Supply (CIPS) accreditation.

The main responsibilities and tasks of the role include:-

- Carry out general administrative tasks as directed.
- Scan in documentation as required to support the archiving process on behalf of transport and procurement
- Support the supply chain function with adhoc requests for information from scan file and hard copy archiving
- Administrate KPI's and reports to monitor supply chain performance
- Provide cover for departmental administration activities (when trained) e.g., Procurement and Logistics administration
- Creation of 2 weekly production plans
- Inventory and safety stock monitoring
- IFS, use of ERP system
- Creation and management of supplier Purchase orders



- Transport loads, administration, and occasional customer contact

We are keen to hear from candidates who have excellent communication skills and attention to detail qualities. You will need to be organised and be able to demonstrate you can work effectively both on your own, and with others in a team. To be successful you will need to be proficient in Microsoft Office applications and ideally have attained A-levels or a minimum of 5 GCSEs at pass grade (C / 4) or above.

People are at the forefront of everything we do, we have a unique culture where you can be yourself, contribute your ideas to make continuous improvements and take pride in achieving results to support the overall success of our growing business. We recognise the value of investing in our people through comprehensive training and personal development courses. Along with a competitive rate of pay, a variety of shift options to support a healthy work-life balance our comprehensive benefits package which includes: -

- Save as you earn Sharesave Scheme
- Monthly attendance bonus for hourly paid employees
- Bonus schemes (Monthly commission upon completion of probationary period)
- Contributory pension scheme
- Life assurance (linked to pension scheme membership)
- Access to a variety of high street discounts via our Network Benefits employee benefit
- Cycle to work scheme
- Free flu vouchers
- Various health & wellbeing initiatives including complimentary occupational health on-site physiotherapy and counselling services
- Employee Assistance Programme with 24/7 confidential telephone helpline support
- Staff discount on all Genuit Group products
- Free on-site parking

Should you wish to apply for this position please send your CV and covering letter to civils.careers@polypipe.com

