



## **Job Description - Supply Chain Coordinator**

**Type of Role:** Full time role (Monday-Friday)

**Location:** Swords, Co. Dublin (currently remote-working due to Covid-19)

**Reporting to:** Supply Chain Manager (RP)

We are currently recruiting for Supply Chain Coordinator to join our Supply Chain Department and growing team at our headquarters in North County Dublin.

Kora Healthcare is a fully integrated pharmaceutical and medical device company but manufacturing activities are virtual; in that production is carried out by a network of established contract manufacturers and contract development companies. The Company has a portfolio of healthcare products including medicines, medical devices and foods supplement. The company is accredited to ISO13485, Good Manufacturing Practices, Good Distribution Practices and holds a manufacturing license and wholesale license.

The Supply Chain Coordinator will be responsible for a number of supply chain activities on a day-to-day basis and will work closely to support other cross-functional departments such as Quality Department and Regulatory Affairs Department.

Key to this position will be initial training period activities related to Supply Chain activities within the pharmaceutical and medical device industry. This period will also involve on-the-job training, shadowing the Supply Chain Manager and other cross functional positions. Following the training period, the Supply Chain Co-ordinator's function will be to (a) assist in the coordination of sourcing, planning, manufacturer and supply of finished products for the company (b) assist in coordination and measurement of contract manufacturers, suppliers, warehouse /logistics service providers and internal activities, such that they meet the company's needs in terms of timelines, cost and quality (c) to make product available within supply chain in a timely manner, of the appropriate quality and at assigned budget.

### **Key Duties & Responsibilities:**

#### Manufacturing:

- Assist in the sourcing, planning, manufacture and supply of finished products for Kora at contract manufacturers.
- Proactively identify, report, and escalate constraints within the end-to-end Supply Chain which will impact on Customers.
- Working closely with Contract manufacturers and suppliers to ensure product is manufactured in a timely manner and in line with targets set.
- Assist in the developing of production plans to meet budget and forecast timelines.
- Manage inventory in accordance with agreed stocking levels and lead times. Understand and maintain the minimum necessary raw materials and finished goods inventory and report on the status of inventory levels against inventory targets.
- Provide information to Contract Manufacturers, internal departments and Customers; ensure and maintain realistic dates on Purchase Orders.
- Ongoing maintenance and update of Customer Requirements Specifications.

- Review Capacity potential at Contract Manufacturers on a regular basis.

Distribution:

- Communicate with all contracted third-party Warehousing and Logistics functions ensuring compliance with GDP.
- Prepare appropriate transportation and documentation for goods in accordance with Customer Specifications.
- Liaising with contract manufacturers, warehouses, logistic suppliers and customers on product distribution.
- Maintain accurate records and documentation.
- Liaise and assist the quality and regulatory department with audits and inspections from time to time.
- Generate and present weekly / monthly reports and metrics as appropriate.
- Attend and record minutes from the monthly operations meeting.
- Carry out Out-Of-Stock investigations.

Master Data/Key Performance Indicator Monitoring:

- Maintain accurate master data e.g., lead times, batch size, safety stock target, etc. to ensure 100% data accuracy at all times.
- Maintain current Key Performance Indicators and report in a timely manner.
- Streamline the planning/forecasting models and seek Key Performance Indicator improvement.

Training:

- Training will be provided by Kora where relevant.
- Training will focus on any relevant supply chain modules, as well as focusing on increasing the role holder's knowledge of the pharmaceutical industry.

General:

- Record and attend the weekly/monthly Operations Meeting.
- Monitor orders with customer services on a daily basis with customer service.
- Any other duties that may be assigned from time to time.

**Person Profile:**

- 3rd level qualification in Business, Materials Management, Supply Chain Management/Logistics, IPICS or another equivalent is preferred.
- **1 – 2 years previous experience within Supply Chain role is required.**
- **Previous experience in pharma supply chain role would be a significant advantage.**
- Strong IT Skills in particular intermediate - advanced Excel skills.
- Ability to demonstrate excellent interpersonal, communication and presentation skills,
- Strong analytical and problem-solving skills – demonstrate the ability to solve problems by gathering data and using logic to arrive at decisions or solutions that achieve the desired outcome.
- Customer focused and ability to build strong relationships.
- Demonstrate initiative alongside the ability to work independently but also demonstrate strong teamwork skills.
- Strong work ethic and flexibility and the ability to adapt to changing circumstances.
- Highly self-motivated, self-driven, “can-do attitude” and ability to multitask.

- Works with a sense of urgency and attention to detail at all times.
- Results / goal focused and metrics oriented.
- Thorough / attention to detail; excellent documentation skills required.
- Proficiency in speaking, comprehending, reading and writing English is required.

Kora Healthcare offers good benefits and an environment conducive to professional growth and advancement. All qualified applicants will receive consideration for employment. Kora Healthcare is an Equal Opportunity Employer.

**Company Values:**

- Passion “Passion is the difference between great and ordinary performance”
- Enjoyment “Enjoy the journey”
- Effective “Together Everyone Achieves More”
- Courage “Be the game changer - it’s not about ideas; it’s about making ideas happen”.
- Empowerment “Honesty and trust is the license to empowerment and responsibility and accountability is the price of empowerment”

Applications to: [orla.hally@korahealthcare.com](mailto:orla.hally@korahealthcare.com)

Closing Date: 4<sup>th</sup> March 2021