

POSITION DESCRIPTION

POSITION TITLE : Group S&D Director K1008

DEPARTMENT : Supply & Distribution

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Chief Financial Officer

POSITIONS SUPERVISED : 2-5

POSITION PURPOSE

- To develop & maintain clear and scalable S&D strategy to support the growth of the business.
- To provide first class service to internal stakeholders and proactively manage external partner & suppliers on behalf of the group.
- To continually review best practices to ensure service levels & cost are optimized.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Plan, develop and implement strategy for operational and supply chain management and development so as to meet agreed organizational performance plans within agreed budgets and timescales (covering relevant areas of operation - e.g. manufacturing, shipping; distribution, administration, whatever falls within remit according to organization's structure)
- Establish and maintain appropriate systems for measuring necessary aspects of operational and supply chain management and development.
- Monitor, measure and report on operational issues related to supply chain, opportunities and development plans and achievements within agreed formats and timescales
- Manage and develop direct reporting staff.
- Manage and control departmental expenditure within agreed budgets.
- Liaise with other functional/departmental managers so as to understand all necessary aspects and needs of operational development, and to ensure they are fully informed of operational and S&D objectives, purposes and achievements.
- Maintain awareness and knowledge of contemporary supply chain and operational development theory and methods and provide suitable interpretation to directors, managers and staff within the organization.
- Contribute to the evaluation and development of operational strategy and performance in co-optation with the executive team.

- Ensure activities meet with and integrate with organizational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- Manage and ensure S&D strategic objectives are implemented and maintained contributing to sustainability of the KOJ business.
- Develop and implement effective stock control and audit systems to ensure that all stocks are maintained at the levels necessary to meet standard requirement.
- Provide advice and guidance to company directors, managers and staff on warehouse utilization, logistic, transport cost etc.
- Management , Coordination and implementation of S&D projects
- Development of S&D organization in line with business growth and expansion.
- Responsible to keep upto date with latest best practices, S&D operational procedures and processes.
- Responsible to manage external suppliers to optimize on cost and service levels to the business.
- Ensure SLA's with all selected external freight forwarders on behalf of brand management teams are optimized.

PERSONAL CHARACTERISTICS:

- Conscientious
- Independent
- Extroverted
- Self motivated
- Has initiative
- Confident
- Good attention to detail

PERFORMANCE MEASUREMENTS

- Manage Warehouse expense less than budget or within Budget (Less than 2% to the sales)
- Negotiate better service levels and rates
- Measure and Improve 3PL service levels
- Maintain Inventory Accuracy within 0.5%
- 100% process adherence in S&D
- All shipments within business agreed lead times.
- Ensure space and resource are utilized for optimized operations at all times
- Ensure customs and government relationship is maintained.
- Ensure space and resources are utilized and optimized
- Develop 5 year S&D business plan in line with business growth and expansion.

QUALIFICATIONS\REQUIREMENTS:

- Bachelor’s degree (Ideally in supply chain management)
- Should be familiar with GCC and S&D practices.
- Impeccable English and Arabic (spoken and written desired)
- Proficient with MS Office
- 10-15 yrs supply chain experience
- Exposure to supply chain management principles
- Good Exposure to a ERP’s
- Experience in managing large and geographically diverse teams
- Experience in managing large S&D projects
- Exposure to Industry best practices
- International experience

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for results - 4
- Creativity - 4
- Integrity and Trust - 4
- Negotiation Skills - 4
- Strategic Thinking - 4
- Problem Solving - 4
- Managing relationships - 4
- Interpersonal Skills- 4
- Valuing Diversity - 4

Department Head: Employee: