

OPERATIONS SPECIALIST

[Apply Now](#)

Company: SSC Perfumes & Cosmetics

Location: United Kingdom

Category: other-general

Position

POSITION: OPERATIONS SPECIALIST

DEPARTMENT: Operations

LOCATION: Hersham Office

PURPOSE OF THE ROLE

To work closely with the Order Processing and wider team in order to assist in coordinating all operation and fulfilment activities in relation to successful launch and distribution management.

MAIN RESPONSIBILITIES

Launch Management

To be the main point of contact for UK and EIRE launch and order planning

To help ensure the successful implementation of all launch activities so that all on counter dates are met

To aid in solving order management issues by liaising closely with contacts in the UK, France and Order Processing team

To clearly communicate the status of, and manage solutions for, launch management, distribution management, quota rejections, shortage reports, and any logistical constraints

End of month invoicing, to ensure all orders are invoiced within their forecasted month

Act as a support during busy periods for the Order Processing Executives

Ensure any escalations are clearly communicated to the Senior Operations Specialist

Any ad-hoc duties as required

Key Account Management

Manage fulfilment within brands in line with KPI requirements

Work closely with Sales to ensure all EDI orders are validated in line with agreed SLAs and will ship within agreed timelines

Develop internal relationships within brands to maintain the role of a trusted partner and ensure operational excellence

Respond to all queries and issues related to orders, invoices and deliveries in a courteous and timely manner

To clearly communicate the status of and manage all orders and launch orders internally and externally to retailers

Logistics Management

Coordinate shipping requests with distribution centres in Italy/France/Milton Keynes

Act as a liaison between distribution centres in Italy/France/Milton Keynes, transport partners, the retailers, sales and marketing teams

Prepare all operational reports concerning demand activities including Launch, delivery and invoicing trackers

To communicate the order flow status to the retailer and subsequently onto all relevant business stakeholders as necessary

Assist and support the brands with month end management

Internal Collaboration

Work in tandem with the wider operational team to ensure information is captured and passed onto the relevant team member in a timely fashion

Actively participate in daily, weekly and monthly team meetings to maintain good communication within the department

Profile

PERSONAL SPECIFICATION

Key Competencies

Excellent written and verbal communication skills

Action orientated and proactive

Results driven

Ability to prioritise, and effective time management skills

Adaptable, with great problem solving skills

Quick thinking, supportive and calm under pressure

2-3 years operations experience in a fast paced environment

Technical skills

Proficient in Microsoft applications (Word, Excel)

Proficient in SAP

Spanish, French or Italian language skills advantageous

Additional information

POSITION WITHIN THE ORGANISATION

Reports To:

Senior Operations Specialist

Direct Reports: 0

Internal:

Sales – All brands

Marketing – All brands

SSC – Operations

SSC – Finance

IT Team

External:

Logistic Suppliers

Customers – Internal and Retail

[Apply Now](#)

Cross References and Citations:

1. OPERATIONS SPECIALIST NotaryjobsJobs United KingdomNotaryjobs ↗
2. OPERATIONS SPECIALIST Jeddahjobs Jobs United KingdomJeddahjobs ↗
3. OPERATIONS SPECIALIST Gurujobs Jobs United KingdomGurujobs ↗
4. OPERATIONS SPECIALIST JapanjobsJobs United KingdomJapanjobs ↗
5. OPERATIONS SPECIALIST Istanbuljobs Jobs United KingdomIstanbuljobs ↗
6. OPERATIONS SPECIALIST ExpertiniJobs United KingdomExpertini ↗
7. OPERATIONS SPECIALIST Veterinaryjobs Jobs United KingdomVeterinaryjobs ↗
8. OPERATIONS SPECIALIST FindwordpressjobsJobs United Kingdom Findwordpressjobs ↗
9. OPERATIONS SPECIALIST Environmentaljobs Jobs United Kingdom Environmentaljobs ↗
10. OPERATIONS SPECIALIST Czechiajobs Jobs United KingdomCzechiajobs ↗
11. OPERATIONS SPECIALIST Blockchainjobs Jobs United KingdomBlockchainjobs ↗
12. OPERATIONS SPECIALIST Jobsmyanmar Jobs United KingdomJobsmyanmar ↗
13. OPERATIONS SPECIALIST Servicemanagementjobs Jobs United Kingdom Servicemanagementjobs ↗
14. OPERATIONS SPECIALIST SupervisorjobsJobs United KingdomSupervisorjobs ↗
15. OPERATIONS SPECIALIST Gigajob Jobs United KingdomGigajob ↗
16. OPERATIONS SPECIALIST Amsterdamjobs Jobs United KingdomAmsterdamjobs ↗
17. OPERATIONS SPECIALIST losjobs Jobs United Kingdomlosjobs ↗
18. OPERATIONS SPECIALIST DhakajobsJobs United KingdomDhakajobs ↗
19. Operations specialist Jobs United kingdom ↗
20. AMP Version of Operations specialist ↗
21. Operations specialist United kingdom Jobs ↗

22. **Operations specialist Jobs United kingdom** ↗

23. **Operations specialist Job Search** ↗

24. **Operations specialist Search** ↗

25. **Operations specialist Find Jobs** ↗

Source: <https://uk.expertini.com/jobs/job/operations-specialist-united-kingdom-ssc-perfumes-cosme-39f6f33836/>

Generated on: 2024-04-29 by Expertini.Com