



Central Power Services Ltd
Garstang Road
Cloughton-on-Brock
Lancashire
PR3 0PH



0845 437 9750



central-power.co.uk



SUPPLY CHAIN COORDINATOR

Location: Preston

Reports to: Head of Planning & Performance

Employment Type: Full Time

COMPANY OVERVIEW

At Central Power Services, we specialise in generator hire, servicing, and sales across a broad range of industries. With a focus on reliability, safety, and exceptional service, we support our customers' power needs with high quality equipment and a committed team.

ROLE OVERVIEW

The Supply Chain Coordinator will be the key point of contact for the company's critical suppliers, ensuring timely material delivery and resolving supply chain and logistics challenges to meet contractual obligations and tight timescales. They will be tasked with improving our current supply chain setup, including our processes and whole operation of purchasing and stock. Planning and forecasting will become key to the role. There is an existing opportunity to help improve and help shape the future of our business, using skills and experience to put your stamp on the department.

Responsibilities will include overseeing accurate inventory management, ensuring stock levels align with demand and operational needs at our head office, as well as overseeing this at our other sites. The ability to predict demand ensuring the right items are in stock ahead of time will be crucial.

The role will support the Operations Team, including regular reporting duties and offering insights into supply chain performance. They will build strong relationships with suppliers, internal teams, and key stakeholders to ensure smooth operations and consistent supply chain performance.

In this role the successful candidate will also learn all roles within the operations department to provide support to the team where this is required on a daily basis and a rounded operational skillset. This will include operational areas such as, daily job sheets, scheduling engineers, quoting service repairs, project planning, hire and logistics planning, and regular work in progress / KPI reporting in any of these areas.



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Key Responsibilities

- Maintain and build supplier relationships.
- Implement changes to our existing supply chain to improve upon current processes.
- Assist in the creation and ongoing management of a new stockroom.
- Forecast demand and ensuring all required stock is available when its required
- Review all jobs on a daily basis to ensure all parts and liquids have been issued and booked out correctly, rectifying any issues.
- Ensure engineer van stock is replenished when parts have been used on jobs
- Liaise with the scheduling team to determine whether any special orders need to be placed for pre-booked jobs.
- Order stock up to minimum stock levels weekly across all depots, replenishing stock automatically as required, from suppliers, or head office stock holding.
- Cross reference parts when required. You must proactively identify instances when parts need to be ordered from an alternative supplier due to supply issues, or cost, etc.
- Order all consumables as and when required.
- Regularly communicate with other depots to ensure that there are no anomalies with their stock – with emphasis on prioritising fast moving hire parts.
- Undertake regular planned stock checks on stores including vans, planning the whole process and communicating this the company, owning the process.
- Perform random stock checks on stores including vans to ensure that current processes and procedures are effective.
- Regularly review inventory reports to identify and investigate any discrepancies
- Update the engineer van stock requirement on an ongoing basis, including, actual stockholding, and vehicle transfers.
- Updating parts that are obsolete and/or superseded
- The registering and processing of returned liquid sample on the portal to allow our supplier to analyse and return the sample reports.
- Learn all areas of the operations department to integrate with the team and provide daily support in any operational area required on a daily basis.
- Manage the goods in and goods out process including any staff responsible for this.
- Duties in relation to orders for the parts dept include:
 - Checking that parts packed are correct and in a saleable condition.
 - Obtaining accurate photographs of parts packed, both unwrapped and wrapped.
 - Preparing paperwork for shipment – dispatch note if UK order, or export paperwork where applicable (to include country of origin and tariff codes).
 - Booking shipments onto courier where required
 - Obtain required proof of collection for invoicing and audit purposes.



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SKILLS & EXPERIENCE

Essential:

- Proven experience in procurement, supply chain, and stock control within a fast-paced environment.
- Strong experience with problem-solving techniques and the ability to manage challenges under pressure.
- Stakeholder / supplier relationship management skills.
- Proficiency in Microsoft Excel to analyse and manipulate data effectively.
- A commercial mindset with the ability to think critically and prioritise tasks.
- Strong communication skills with the ability to interact effectively with all levels of stakeholders
- Exceptional organisational and time-management abilities, with a keen eye for detail

Desirable:

- Good understanding of Protean software and how to leverage it to improve processes and inventory management

Why join Central Power Services

- Competitive salary based on experience.
- A supportive team culture with training and development opportunities.
- A varied, fast paced role in a growing and respected business.
- Standard hours and out of hours additional earnings / benefits.
- 25 days annual leave, plus bank holidays.
- Optional company pension scheme.
- Optional company healthcare scheme.