

# Supply Management Officer Job Description

**Title:** Supply Management Officer

**Reports to:** Supply Management Coordinator

**Location:** Paddington area, London

**Contract Type:** Seasonal (Between April and August, length and exact dates TBC)

## Our Company

Since 1972, PLUS Ed Ltd has been offering summer English courses in the UK for young overseas students. We are now also operating in America, Malta, Ireland, and Canada. We are one of the biggest summer school providers in the UK and are proud to be market leaders, fully accredited by The British Council. We aim for high standards in our programmes and consequently we are looking for enthusiastic, hard-working individuals to join our team.

Please visit [this page](#) to find out more about our summer programmes.

## Overview of the position

As a Supply Management Officer, you will play a crucial role in supporting the smooth operation of PLUS Ed's summer camps. This position involves hands-on tasks such as packaging, arranging collections and deliveries, tracking inventory, and ensuring efficient storage and organisation of supplies. You will work under the guidance of the Supply Management Coordinator to ensure that all resources and materials are accurately and timely provided to our various camp centres.

## General Responsibilities

### Packaging and Preparation:

- Handle packaging of supplies for all our UK and Ireland camp centres.
- Ensure that materials are packed securely and labelled correctly.
- Ensure that the all packing is done correctly including type of items, number, and more.

### Collection and Delivery Coordination:

- Arrange for the collection and delivery of supplies to various locations.

- Work with couriers and transport services to ensure timely and safe delivery.

#### Inventory Management:

- Assist in tracking and maintaining inventory levels.
- Conduct regular stock checks and update inventory records.

#### Storage and Organisation:

- Ensure that all supplies are stored neatly and accessibly.
- Maintain a clean and organised storage area.

#### Timeline and Scheduling:

- Assist in planning and adhering to precise timelines for supply distribution.
- Coordinate with different departments to ensure timely availability of resources.

#### Troubleshooting:

- Address and resolve any issues related to supply processes.
- Provide quick and effective solutions to logistical challenges.

### **Person specification**

- Strong organisational and time management skills.
- Ability to perform physical tasks related to packaging and storage.
- Good communication skills for coordinating with teams and external partners.
- Computer literacy for inventory management.
- Attention to detail and ability to work accurately under pressure.

### **Application Process**

To apply, please submit your CV and a covering letter outlining your suitability for the role to [leisure@plus-ed.com](mailto:leisure@plus-ed.com) and indicating your availability.

### **Safeguarding and Eligibility Checks**

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland), in line with the organisation's stringent safeguarding policy.

All gaps in employment will need to be explained, and a minimum of two references are required. These can be academic as well as professional. All references will be contacted and specifically asked whether there is any reason that the applicant should not be working with anyone under the age of 18.