

Key Skills

The successful candidate will need to:-

Motivation and enthusiasm	demonstrate a “can do” attitude with a willingness to learn. Will take personal responsibility to meet the requirements of the role, but also use initiative to strive towards exceeding expectation.
Communication	be confident and able to effectively communicate with internal and external stakeholders and not afraid to speak up if required.
Organisation and Planning	be a good time keeper, well organised and able to prioritise workload.
Teamwork	be a team player who can build positive working relationships with all work colleagues.
Dealing with change	be able to adapt to different situations or meet changing priorities.
Self-awareness	be pro-active in seeking feedback to understand strengths and areas for development to drive own personal growth.
Analytical thinking and decision making	use knowledge gained, personal experience and systematic approach to arrive at decisions on straightforward issues.
Problem Solving	demonstrate a logical approach to solving problems.

Role definition

Responsibilities and accountabilities	<p>As a Supply Chain Trainee, you’ll need to:</p> <p>Start the sentence with the action (e.g. plan, prepare, produce, provide, maintain, analyse, test etc.</p> <ol style="list-style-type: none"> 1) Maintain LSC & Coins databases are in tandem and control new PQQ subcontractor requests with close liason with SCM 2) Assist in the timely return of Supply Chain Rebate Forms to the Hub. 3) Analyse Quarterly Coins I-portal Performance Scoring and produce league tables 4) Assistance with Work Radar (supply chain engagement platform) and work closely with MS Social Value staff on live sites. 5) Subcontractor Profile Documents to be re-issued and updated For each business unit. 6) Co-ordinate and administer Supply chain events with the SCM 7) Co-ordinate B2B meetings with the SCM/Supply chain 8) Assist in pre-construction chase up activities on tenders for the SCM 9) Assist in Social value interaction with the supply chain for the SCM
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ROLE DEFINITION – Supply Chain Trainee

	Note – each regional role will be slightly different and roles and responsibilities will be discussed at interview
Qualifications required	GCSE's Maths and English (Grade C or 4 and above) A Levels – preferred but not critical BTEC (detail which and grade if applicable) IT Skills / Computer literate in MS Office / Excel Driving Licence / Car Owner