

About us...

Lincolnshire



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – *what you need to know*

Job purpose:

- Utilising the forecasting and replenishment system to optimise inventory levels, ensuring the right stock is in the right place at the right time, across the full product lifecycle from supplier to store.
- Accurately inputting data, raising purchase orders, managing allocations and maintaining replenishment parameters to enable seamless stock flow and high availability.
- Identifying and implementing process changes that support simplification, enhance forecasting accuracy and embed a culture of 'right first time' execution across replenishment activities.

You'll report to:

- Forecast and Replenishment Manager

Your hours:

- 37.5 hours per week (FTE)

Your relationships:

- Colleagues from within the Commercial team, including operational management.
- Colleagues from across Lincolnshire Co-op, including People, Learning and Development, Communications, Health, Safety and Security among others.
- Customers, clients, suppliers and stakeholders involved with our supply chain.

What you'll bring to us:

- Previous experience in a similar role would be advantageous, preferably in the FMCG and/or pharmaceutical industry.
- Knowledge of products and/ or suppliers and store operations would be advantageous.
- Ability to proactively work within a fast-paced environment with challenging deadlines.
- Ability to absorb changing ways of working whilst also managing on-going business as usual.
- Proficient user of Excel and familiar with dashboard and exception reporting
- Have an interest in the application of AI for the supply chain
- A pro-active nature with a willingness to investigate problems and suggest solutions.
- Proficient in the use of Office 365 (Outlook, Word, Excel, etc.).



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

<p>Your duties and responsibilities:</p>	<ul style="list-style-type: none">- Working within a team of Replenishment Co-ordinators to ensure replenishment orders are accurate and sent to suppliers within agreed cut-off times, resolving any exception reporting issues beforehand.- Managing daily clearance of all orders, ensuring smooth execution of the replenishment process and preventing any delays or discrepancies.- Supporting informed decision-making by using Management Information (MI) data on forecasting drivers and tolerances, ensuring product availability and optimal inventory and delivery levels.- Analysing sales and market data to adjust parameters in the forecasting tool, optimising replenishment orders, reducing waste and minimising supply chain disruptions.- Ensuring ‘right first time’ creation and execution of product launches, maintaining the highest standards of accuracy.- Applying replenishment cycle plans and calendars, ensuring processes are followed for smooth product flow through the supply chain.- Identifying gaps in new processes and protocols, contributing improvement ideas and collaborating with stakeholders and supply chain partners for continuous process refinement.- Contributing to decision-making with data-driven insights, supporting sales projections, commercial impacts, ‘what if’ analysis and change impact assessments.- Striking the optimal balance between working capital and availability KPIs, ensuring stock levels are managed effectively to meet customer demand.- Escalating alerts and warnings that require complex resolution or action, ensuring timely intervention to resolve any critical issues.- Maintaining and updating knowledge on forecasting and replenishment methodologies and systems, ensuring continued alignment with industry best practices.- Executing disaster recovery protocols during system outages, including the manual creation of supplier orders to ensure minimal disruption to stock flow.- Collaborating with external and internal teams to resolve issues swiftly, ensuring replenishment orders are processed on time and without error.- Ensuring stock levels are optimised throughout the replenishment cycle, aligning with demand forecasts and operational needs.
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Together we THRIVE...

- **Trustworthy** – we do what we say we’ll do and trust others to deliver to the best of their ability
- **Helpful** - we support and challenge each other collaboratively, no matter the role or level.
- **Respectful** - we listen to other views and opinions with consideration and celebrate differences.
- **Inspiring** - we role model what good looks like and lead by example to be better.
- **Valued** - we recognise achievements and appreciate everyone’s contributions.
- **Empowered** - we listen and encourage each other to take opportunities.

Your Approach – *how you will contribute to your team and the Society’s ongoing success in this role.*

I will be trustworthy by:	<ul style="list-style-type: none">- Ensuring accurate replenishment orders are processed on time.- Delivering ‘right first time’ product launches and stock cycles.- Escalating risks and critical alerts promptly.- Maintaining compliance with agreed processes and standards.
I will be helpful by:	<ul style="list-style-type: none">- Collaborating with colleagues, suppliers, and partners to resolve issues.- Supporting decision-making with accurate data and insights.- Providing swift intervention during system outages or disruptions.- Sharing knowledge of best practice replenishment processes.
I will be respectful by:	<ul style="list-style-type: none">- Building strong working relationships across internal and external teams.- Listening to commercial, operational, and supply chain needs.- Balancing stock levels to meet both customer and business priorities.- Engaging constructively when identifying process improvements.
I will inspire others by:	<ul style="list-style-type: none">- Driving continuous improvement in replenishment processes.- Contributing data-led insights to shape commercial decisions.- Encouraging a culture of accuracy and accountability.- Demonstrating resilience during challenges or outages.
I will value people by:	<ul style="list-style-type: none">- Supporting the achievement of availability and waste KPIs.- Providing timely, reliable information to stakeholders.- Delivering consistently smooth replenishment operations.- Ensuring product flows support customer satisfaction.
I will empower others by:	<ul style="list-style-type: none">- Taking ownership of MI data to inform actions.- Analysing trends and making system adjustments proactively.- Acting decisively during exceptions and disruptions.- Maintaining up-to-date expertise in forecasting and replenishment tools.