

Job title: Supplier Operations Specialist

Core information

Location: Drummond Gate with blended working	Profession: Supplier Management
Reports to: Supplier Strategy Lead	
People Management: No ▾ Assignment Management: Yes ▾	
Partnership Level: Partnership level 9	Manager's Partnership level: Partnership level 5
Number of direct reports: 0	Partnership level(s) of direct reports: None ▾

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.

We aren't an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role

As a Supplier Operations Specialist in the Supplier Management profession, you will be responsible for on-boarding new suppliers to JL in a timely and efficient way to support trading agility to meet customer needs.

Through continuous improvement you will look for ways to improve processes, driving efficiency and improving the experience for suppliers. You will track supplier performance and ensure data is made available in relevant dashboards/reports.

You will work closely with Trading Teams (Buyers, Merchandisers, CPG's)

Through your Profession you will have the opportunity to develop and stretch personally and professionally to achieve your potential.

The Partnership supports agile and flexible working practices, such as when, where and how we work. We have several different ways to work flexibly, including part-time, flexible or compressed hours, and job sharing. Head office areas also support a blended working approach.

We celebrate diversity and inclusion in the John Lewis Partnership and we are committed to becoming the UK's most inclusive business, reflecting and connecting with the diverse communities that we serve.

<p>Primary Outcomes & Accountabilities</p> <ul style="list-style-type: none"> • Deciding the priority order for supplier onboarding • Deciding of where to focus support based on workload priorities Setting up suppliers • Tracking supplier performance • Resolving supplier queries • Ensuring standardisation and CI are employed to help create efficiency • Achieve your potential, by doing more, doing better, or doing different. Continuously engage with and actively contribute to your Profession 	<p>Measures of success</p> <ul style="list-style-type: none"> • Time to onboard new suppliers • Supplier numbers, overall reduction being good • Feedback from stakeholders including suppliers on the effectiveness of the E2E process • Take responsibility for actively engaging • Accuracy - getting it right first time
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<p>Qualifications & Experience (where applicable)</p>
<p>Essential</p> <ul style="list-style-type: none"> • Has experience of using systems and tools to facilitate process delivery • Has experience in data management, being able to extract, compile and present data for analysis
<p>Desirable</p> <ul style="list-style-type: none"> • Microsoft suite skills • BOXI knowledge

Version	Created/updated by	Date