



**TECHNOPATH**  
CLINICAL DIAGNOSTICS

Title: **Supply Chain Administrator**

Reporting to: **Manufacturing Warehouse Manager**

### **Role and Responsibilities**

- Entering and Confirming Sales Orders from SAP
- Raising Pos (Reagent & Calibrator, Service pos & Misc)
- Reagent & Calibrator receipting and Service Receipting (requests from Finance)
- Schedule and book transport for shipments.
- Communicate shipping and tracking details to customers.
- Preparing of customs documents for non EU shipments.
- Perform and assist with stock checks and cycle counts
- Prepare and run weekly the below Supply Chain performance reports from SAP
  - On time orders report
  - Warehouse receipts received by QA
  - Outbound shipments report
- Weekly filing of Warehouse receipts and outbound shipments. Filing of Forklift & Racking inspections sheets
- Any other duties, as assigned by Supervisor/Manager
- Reception cover, when required

### **Job Requirements:**

- Diploma/Degree in Business related degree
- 3-5 years experience in a Sales Order Processing role preferred
- Experience in Microsoft/SAP
- Good networking and interpersonal skills
- Excellent organizational skills

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