




**Navtech Radar Limited**

Home Farm, Ardington,  
Wantage, Oxfordshire, OX12 8PD, UK

 +44(0)1235 832419

 [info@navtechradar.com](mailto:info@navtechradar.com)

**THE POSITION – SUPPLY CHAIN ADMINISTRATOR**

Navtech Radar is looking for an individual who is hungry for personal development to join our supply chain team. This is a new role where you will get to know all aspects of supply chain from procurement to logistics and we will support you to achieve an internationally recognised CIPS qualification.

The role will report to our Supply Chain Manager.

**COMPANY OVERVIEW - NAVTECH RADAR**

Navtech Radar is a world-leading innovator, and multi-award-winning designer and manufacturer of commercially deployed radar solutions. Our ground-breaking technology is utilised by clients worldwide, across many industry sectors, from Perimeter Security Surveillance and Industrial Automation to Traffic Incident Detection on Smart Highways and as part of Intelligent Transport Systems (ITS).

As part of Halma plc, a FTSE 100 company, you will be joining a group of companies whose mission is to make the world cleaner, safer, and healthier.

**OUR WORK HEADQUARTERS**

Our head office is nestled in the picturesque village of Ardington, South Oxfordshire. You will be working in our nearby offices on the newly developed Grove Business Park.

**OUR CULTURE, AND BENEFITS**

We help create the right environment for our dedicated staff by providing a flexible, fun, friendly, and family feel. We are dog friendly and enjoy family, friends and group events. We have plenty of free parking for our employees and provide you with options to join colleagues on lunchtime walks, biking and other pursuits. We care about our staff, in fact, our culture is developed by you, for you!

**KEY ACCOUNTABILITIES**

As our Supply Chain Administrator, you will support the business by procuring a range of products and will work with our suppliers and your colleagues to ensure accuracy, of orders, quality of goods and acceptable pricing.






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Working across the supply chain function you will also learn about logistics and shipping and our warehouse function – understanding what each function does and how they contribute to our success.

- Liaising with suppliers – organising quotes for work or component parts, placing orders on identified suppliers and expediting orders where necessary
- Updating the ERP system so that it reflects corrects dates, quantities and prices of goods received
- Assist Supply Chain Manager in identifying and evaluating current and new suppliers including running tendering activities
- Ensuring the highest levels of integrity and ethics are maintained during all procurement activities
- Work with and assist the Procurement and Warehouse teams to ensure sufficient stock is held to fulfil customer orders

## **YOUR COMPETENCIES**

- Confident communicator
- Comfortable with negotiation
- Able to analyse and evaluate data from a range of sources
- Able to work with a range of internal and external stakeholders such as other departments as well as external suppliers
- Commercial acumen – identifying hard cost savings as well as cost benefit analysis
- Numerically literate – comfortable using numbers on a daily basis.

## **KNOWLEDGE & EXPERIENCE**

- 5 GCSE's (ideally including Maths and English)

