

Clearly Drinks	<b>Position Description</b>	Nº ISO	
		Edition	02
	Supply Chain Manager	Date	Feb 2026
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**Overview**

Position title: Supply Chain Manager  
 Department: Supply Chain  
 Position title Manager: General Manager  
 Position title direct reports: 4-8  
 Location: Sunderland

**Description Summary**

The Supply Chain Manager leads the end-to-end supply chain operations at Clearly Drinks, ensuring reliable material availability, efficient planning, effective procurement, strong inventory control, and high-performing warehousing and logistics. The role combines hands-on operational leadership with contribution to the continued development of supply chain processes, systems, and performance.

The role also contributes to cross-functional initiatives such as S&OP, cost optimisation, supplier development, and continuous improvement. The focus is on ensuring accuracy, service, responsiveness and cost-effective supply chain delivery, with the opportunity to influence and support broader business priorities.

**Responsibilities**

**Operational Leadership**

- Lead and develop the supply chain team across procurement, planning, warehousing and logistics.
- Ensure day-to-day supply chain performance, material availability, stock accuracy and effective 3PL operations.
- Develop and maintain strong operational KPIs and drive improvements across the supply chain.

**Demand, Supply & Inventory Planning**

- Own, lead and continuously develop the demand and supply planning process, ensuring robust forecasts and accurate material availability.
- Guide, coach and develop the planning team to enhance capability and performance.
- Ensure inventory levels are well-managed, with proactive actions to avoid shortages or excess stock.
- Ensure effective warehouse management practices to maintain inventory accuracy and product freshness.
- Own and drive the S&OP process, ensuring cross-functional alignment and high-quality inputs.

**Procurement & Supplier Relationships**

- Lead, support and develop the Senior Buyer and wider purchasing team.
- Provide direction for purchasing decisions, supplier management and contract negotiation.
- Oversee supplier performance, ensuring reliability, compliance and sustainability.
- Support cost optimisation, supplier development and risk management initiatives.

**Logistics & Distribution**

- Manage logistics operations including freight, transport planning and 3PL warehouse relationships.
- Ensure efficient, cost-effective and reliable movement and storage of goods.
- Drive improvements in route planning, transport efficiency and warehouse performance.

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Function	HR	GM	HR
Date	April 2025	April 2025	February 2026

### **Continuous Improvement & Systems**

- Drive operational improvements across planning, purchasing, warehousing and logistics.
- Support enhancements of ERP/MRP systems and analytical tools.
- Lead initiatives that enhance accuracy, efficiency and service performance.

### **Cross-Functional Collaboration**

- Work with Sales, Production, Finance and NPD to ensure strong alignment across forecast accuracy, production planning, innovation and commercial activity.
- Ensure new products are introduced successfully with the right materials and processes in place.

### **Compliance & Standards**

- Ensure full compliance with Health & Safety, Environmental, Food Safety and Quality standards.
- Ensure all relevant supply chain areas operate in full compliance with BRC Global Standards, leading the delivery, maintenance and continuous improvement of required processes, documentation and audit readiness.
- Maintain responsible sourcing and sustainability commitments across the supply chain.

### **Knowledge, Skills & Experience**

- Proven leadership experience within an FMCG supply chain environment.
- Strong operational capability across planning, procurement, warehousing, logistics and 3PL management.
- Strong analytical skills applied across forecasting, inventory, procurement and logistics performance.
- ERP/MRP expertise with strong analytical and problem-solving skills.
- Experience negotiating and managing suppliers.
- Demonstrated ability to lead teams in fast-moving environments.
- Project delivery and improvement experience.
- Degree in Logistics, Business or related field - preferred but not essential, qualified by experience is equally desirable.

### **Values**

- Open and authentic in their interactions ensuring they match actions and words, building trust and support with others - Making it Happen
- Works collaboratively with immediate and extended teams, building common agendas, aligned objectives and delivery plans - Stronger Together
- Demonstrates clear ownership, ambition and pride in the business and the local team's performance - Be the Best
- Creates a clear, stretching future vision for the site and motivates employees to contribute their best to its achievement - Customer First
- Is keen to make a difference through increasing awareness of environmental impacts and performance both locally and the environment as a whole – Socially Responsible

### **General**

- To take responsibility for the health, safety, and welfare of yourself. Actively follow the Company's Health and Safety Policy, procedures, and safe systems of work

- Actively follow the Company's Environmental Policy and procedures and play your part in the achievement of environmental initiatives
- Be responsible for your quality of work and ensure that any quality checks required are carried out. Seek support as necessary
- To observe and continually promote equal opportunities and diversity
- To undertake all reasonable training activity designed to support you in your role
- To gain an understanding of the company's products
- To note, understand and comply with the Company policies and procedures. These documents will be available on People HR and available to sign independently.
- To undertake any such other reasonable duties within your skillset as may from time to time be required by your manager