



NON-APPAREL PRODUCTION AND SOURCING COORDINATOR

LONDON, UNITED KINGDOM

As Rapha continues to refine ways of working, a new role has been created within the Supply Chain team to help drive and deliver the company objectives. The Production and Sourcing team at Rapha are responsible for the on-time delivery of stock, to the highest quality, at the right price. This central function sits within the Product team, so regularly involves working cross functionally with design, fabric and product development, technical development, merchandising and logistics, as well as other departments such as finance, marketing and customer service.

THE ROLE

- Develop and maintain exceptionally strong relationships with nominated suppliers; being the main contact for all sourcing, production and quality related queries.
- Manage and maintain accurate data within the product management software tools for allocated supplier base, including the raising of stock purchase orders and marketing purchase orders.
- Publish reports on key production and sourcing metrics and preparing updates for weekly product meetings.
- Chase production work in progress (WIP) reports and identify ways to improve the communication process and further enhance supplier relationships and ways of working.
- Responsible for the on-time delivery of stock, including identifying potential delivery issues during the product creation process and coordinating solutions, escalating significant issues and working to minimise the commercial impact.
- Coordinate product costing negotiations and process to achieve target margins and RRP, troubleshooting and working with the cross functional team where needed.
- Review and negotiate open costings, cross referencing against previous seasons and the bill of materials to ensure accuracy.
- Partner with manager to finalize seasonal supplier contracts, including prices and margins, and provide seasonal price analysis across suppliers and categories.
- Partner with fabric development team to identify and manage seasonal counter-sourcing needs.
- Coordinate seasonal forecasting and capacity planning for both raw materials and finished product to ensure availability of production space in accordance with the calendar and delivery schedule.

- Maintain and improve product quality for nominated suppliers, working cross functionally to refine the quality assurance process as well as monitoring vendor AQL reports and proposing critical action plans where necessary.
- Contribute towards seasonal and annual hindsight reviews as part of the wider product team, building and presenting supplier scorecards as needed.
- Record seasonal raw material excess and actively drive projects to utilise excess with the cross functional product team.
- Support the Sustainability Lead on CSR initiatives, maintaining detailed contractual supplier and subcontractor information.
- Travel as required

THE CANDIDATE

The successful candidate will possess the following skills and qualities;

- Up to 5 years' experience within a sourcing / production / supply chain role, preferably within the fashion or sportswear industry.
- Detail oriented with strong follow- through.
- Strong analytical skills and numerical dexterity.
- Excellent communication and networking skills.
- Highly proficient in Microsoft Excel and Powerpoint.
- Ability to react to change.
- Proactive, dynamic interpersonal style, able to act between different departments in a diplomatic, non-confrontational manner.
- Equally comfortable working autonomously & responding to strict instructions.
- Ideally a road cyclist, or at the very least, a love for active sports.

If you'd like to apply for this role, please visit <https://grnh.se/c3cfb09a1>