



At **Java Republic** we are looking for a **Service Planning Coordinator** to support our business.

Service Planning Coordinator

Coffee for The People by The Coffee People

We are the premier food service partner for coffee & tea in Ireland.

We make Ireland's best hand-roasted coffee – and we make it incredibly simple for our clients to serve it well to their staff, guests and customers.

Our people bring unparalleled experience, knowledge and dedication to every aspect of the process. We are always willing to go further, to dig deeper and to aim higher.

It's our business to help our clients' business.

Our Values:

Passion: We are passionate about coffee and tea. We want to deliver the best coffee and tea experience on the planet and we drive each other every day to make this happen. This is a vocation, not a job.

Expertise: We strive to be the experts in the sourcing, preparation and serving of coffee and tea. We bring unparalleled experience, knowledge and dedication to every aspect of the process.

Conscientiousness: We work with a clear moral responsibility to treat all our staff and partner communities with respect and fair play. We are conscientious in our work too, demanding the highest standards of one and other, of our work and of our products.

The Role:

Reporting to the Customer Service Operations Manager, you will manage our coffee equipment supply chain to ensure we deliver coffee machines and spare parts to meet our customers' requirements. You will work as part of the technical service team who is responsible for installing and maintaining coffee brewing equipment at customer sites to a standard that ensures delivery of our product to end consumer at the optimum quality.

Java Republic is an equal opportunity employer.



Key Role Responsibilities:

- Purchase parts, machines and service ancillary products using standard purchasing methodologies.
- Manage warehouse and service van stock to ensure good machine and parts availability while keeping stockholding at economic levels.
- Manage periodic stocktakes with follow-up and close-out of stock deviations.
- Plan and co-ordinate machine installations in line with sales team commitments to customers.
- Manage layout and housekeeping of goods intake and warehouse to ensure a safe and efficient working environment.
- Supervise in-house machine refurbishment process.
- Manage distributor parts and machine orders.
- Maintain all equipment and parts transactions on SAP (refurbs, parts-to-van transactions, equipment movements).
- Carry out obsolete stock reviews.
- Implement improvements to streamline the supply chain from supplier to customer.
- Manage the relationship with supplier sales and logistics teams to achieve best balance between service and cost.
- Manage parts re-charges from distributors.
- Work with the Customer Service Operations Manager to manage equipment budget.
- Work with the Finance team to resolve supplier pricing and goods receipt variances.

Essential Requirements

- Minimum 3 years' experience in a similar supply chain / operations / planning role.
- Systematic work style with the ability to multi-task effectively. Can manage comfortably in a fast-paced work environment.
- Experience of SAP or similar warehouse management systems is highly desirable.
- Good knowledge of Microsoft Excel, Word and Outlook essential.
- Understands lean / 6sigma principles and is effective at managing improvements within the scope of own role.
- Excellent verbal and written communication skills & a team player who collaborates with colleagues across the organisation.

If you believe that you are the right person for the job, please send a cover letter with your cv to HR@JavaRepublic.com.

Please send it as an attachment with '**Service Planning Coordinator**' and your name in the subject line.



Package

This is a full-time role based in Ballycoolin, Dublin.

