

Job description

Job title

Product Fulfilment Lead/

Department: Operations, Colebrook Bosson Saunders Ltd

Reports to: *Quality and Supplier Development Manager*

Overview

Colebrook Bosson Saunders Ltd, a wholly owned subsidiary of Herman Miller, are international designers, manufacturers and distributors of award-winning ergonomic products. We strive for new ways to enhance user experience through the seamless connection of people and technology.

As part of the continual growth of CBS, we are looking for a strong Fulfilment Lead to drive strategic initiative in support of New Product Development, and the development of supply chain product delivery

The role will be based at the CBS London office, with the opportunity to work flexibly in balance with required deliverables

The candidate will need to be able to travel nationally and internationally for extended periods (30%), eg India/China/US, when required in support of key activity.

Purpose of the job

In support of strategic direction from the category team

- Be the voice of Operations in the core development teams
- Identify and implement the route to delivery for NPC projects – identifying manufacturing and assembly resources maintaining a network to support product design and commercialisation.
- Identify and implement the route to delivery for existing product re-fresh, channel expansion and continual improvement projects.
- Identify and manage the implementation of relevant Product Compliance and Global Market Access requirements through third party and internal resource
- Cross department and cross company resource management including international partners- balance Priorities and resource alongside strategic activity
- Deliver clear, concise and accurate communication between project stakeholders in terms of progress, project impacts and changes.
- Provides operational expertise, insight into the solution, design, and development process, and process methodology that will provide successful implementation of new product programs.
- Run RFQ process, including the identification of relevant suppliers, collation of responses and analysis of results with the project team.
- Identify resource gaps in supply chain, work with SDM team on identifying and validating solutions.

- Ensure that product and supplier information is collated, qualified, and distributed to relevant global teams, in support of the relevant project timelines to ensure smooth implementation of products to market
 - Working with local SDM's ensure suppliers are working to agreed KPI's and Service levels, ensuring that quality levels are maintained, and contributing where appropriate on supplier audits and feedback.
 - Continually improve the efficiency and effectiveness of the work team through the adoption of new tools, elimination of systemic waste in the work processes
 - Performs additional responsibilities as requested to achieve business objectives
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Minimum Requirements (Key Knowledge, Skills & Abilities):

- Previous experience in a relevant product development role, e.g
 - Product design
 - Engineering (Quality/Mechanical)
 - Supplier development
 - Product Management
 - Project Management
- Proven understanding of product development process and product manufacture and supply chains.
- Comfortable working in new areas, with an ability to quickly learn and apply management skills to deliver the required outcome
- Exposure to relevant manufacturing processes and facilities is an advantage.
- Proven experience and ability in managing multiple projects successfully to completion
- Superb communication and collaboration skills
- Comfortable working at all levels of a company.
- Strong leadership skills, able to bring resources together from different organisations, departments and management tiers to deliver a common goal
- Driven, self-starting attitude. Able to recognise 'what needs to be done' and generate a plan to deliver.
- Commercial awareness, ability to identify value and ROI in project activity, building a business case in each instance.