



# Supply Chain Apprentice at Mettler-Toledo Ltd

You will be developed into a Material Controller to ensure timely delivery of materials to support our production and spare part delivery schedules. Beyond this you will also be involved in the purchase to pay process, chair team meetings, and develop and expand stakeholder engagement with a focus on communication skills.

If you have strong organisational and analytics skills, and thrive in a fast-paced environment, we want to hear from you!

The apprentice will report to the Purchasing Manager and sit within the Supply Chain department with day-to-day contact with the Technical Buyer/ Purchasing Manager.

Key responsibilities:

- Regularly review suppliers' delivery schedules and expedite materials to ensure timely on-time delivery of materials.
- Review material requirement planning software and act on exception messages to balance demand and supply by rescheduling line items where necessary.
- Proactively communicate supply or supplier risks to the planning team and work with different stakeholders to develop mitigation plans for supply risks.
- Champion the supplier management policy, ensuring that reasons for late deliveries are recorded and work with the procurement team to ensure delivery performance is managed in line with supplier management policy.
- Work with cross-functional teams to manage material master data to ensure accuracy.
- Prepare and lead the Purchasing Daily Meeting to review material shortages and late deliveries against expected targets.
- Process vendor's return orders and communicate with the logistics team the urgency of these so that they can be returned promptly.

## ENTRY CRITERIA

**Employer: METTLER-TOLEDO SAFELINE X-RAY LIMITED**

**Location: North Hertfordshire, Royston**

**Starts: 03/03/2025**

**Expected Duration: 18 Months**

**Hours Per Week: 37.5**

**Positions: 1 available**



- At minimum GCSE English and Maths grade C or level 4 or functional skills certificate.
- Ability to qualify for a Level 3 Business Administrator Apprenticeship.
- 2 to 3 years experience with Microsoft Office IT systems
- Ability to develop a stakeholder management skill.
- Desire to work with cross-functional teams and develop/enhance communication skills.
- High level of energy and confidence
- Goal Focused – need to deliver on urgent deadlines.
- Ability to manage and prioritise tasks and time efficiently.
- Excellent organisational skills.
- Great written communication skills.
- Resilient and able to work under pressure and tight deadlines.

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