



Supply Chain Coordinator – Spanish speaking (BLX)

LOCATION: Hybrid Ely, Cambridgeshire

SALARY: Competitive

An empty treadmill isn't compelling, but once someone steps on it, the stories are limitless. Our goal is to connect people emotionally to their fitness journey. We are a global team coming from different cultures and backgrounds with a shared passion to achieve and live our mission of empowering the world to work out, creating healthier lives together.

Over the past 50 years we have built partnerships across the UK to deliver the industry's widest range of premium cardio, strength and group training products to create unique fitness solutions for both facilities and exercises. Elevating our partnerships further by adding value through inspiration, education and co-creation.

Inspire. Innovate. Make an impact! Join our team!

JOB OVERVIEW

Life Fitness is the global leader in creating premium fitness solutions and experiences, inspiring people to work out, creating healthier lives together. We are looking for a **Spanish** speaking Supply Chain Coordinator to join our international multilingual Supply Chain team of 6 which cover the Spare Parts activities for multiple geographical sales regions; Spain & Portugal, United Kingdom, Belgium/Netherlands/Luxembourg, and Germany/Austria/Swiss.

You will be responsible for the coordination and monitoring of Spare Parts in the Spain/Portugal region to support our ability to achieve targeted service levels and ultimately drive customer satisfaction, maintaining Life Fitness as a Partner of Choice.

Working as part of a collaborative team, you will manage the stock levels and order flow of spare parts by our dedicated warehouse, place purchase orders on our vendors with a requested delivery date and ship method that fulfills the demand of our Customer Service department. A vital element of this role is to capture any significant deviations and work collaboratively with the Spare Parts Planner and Supervisor to align on next steps to take.

You will coordinate the planned delivery of your purchase order and monitor the progress of it with the vendor and our warehouse, ensuring teams and systems are kept up to date with any changes. You will coordinate returns of Spare Parts from our Technicians to the warehouse, and ensure our Technicians are fully stocked with Spare Parts.



Through effective monitoring of warehouse performance, you will help reduce customer delays, working closely with the Customer Service department on any issues arising. You will also support in retrieving data from our systems and create reports to enable performance reviews of the warehouse and carriers, and decision making within the Supply Chain department.

SPECIFIC ACCOUNTABILITIES

Your main responsibilities include:

- **Purchase Orders:** processing and monitoring of progress of Purchase Orders with our vendors, and Sales Orders with our Warehouses and Carriers.
- **Order management:** coordination of all administrative handling related to customer service spare parts demand, technicians, and external customers.
- **Stock management:** manage spare parts stock levels and statuses in dedicated warehouse and at the Technicians.
- **Cross-Functional Collaboration:** work with the dedicated warehouse team, carriers, Finance, and Customer Service to ensure inquiries are handled and accurate and timely reporting is enabled.
- **Compliance:** Ensure that all reporting and documents comply with company policies, and customs or industry regulations.
- **Process Improvement:** opportunity to identify process optimization possibilities in the Supply Chain processes and align with the Spare Parts Planner and/or Supervisor actions to be taken and implementation of improvements.

Other responsibilities include:

- **KPI Monitoring and Creation:** process data in existing reports to track key performance indicators (KPIs) related to Supply Chain processes and report these results to Supervisor on a monthly base.
- **Data Reporting:** Weekly generate data from our system and external platforms, and maintain data in reports on Supply Chain areas covering Inventory levels, Freight Lead Time and Order Lead Time.

SKILLS & ABILITIES

- Spanish speaking (must have)
- Experience in Supply Chain (or similar role)
- Analytical, reporting skills
- An enthusiastic, and highly motivated person who demonstrates professionalism and a positive can-do attitude.
- Be able to use initiative and enjoy working in a busy and challenging environment
- Excellent communication and interpersonal skills, with the ability to work effectively as part of a diverse team
- Strong organizational and time management skills to handle multiple tasks and deadlines effectively and achieving KPIs

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- Strong working knowledge of Microsoft Excel (Pivot tables, formulas, graphs)
- Experience with different ERP systems, Oracle is desirable

ADDITIONAL COMMENTS

You'll be working in an inspirational and active environment empowering everyone to work-out, but also work hard to push themselves to achieve ambitious goals. We offer a challenging position in a dynamic and supportive environment, competitive compensation, and a great work atmosphere!

If you are confident that you are the person we are looking for, please send your covering letter and CV directly to uk.careers@lifefitness.com !

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