

Supply Chain Assistant (Sizewell C)

A career that will deliver change. Together, we'll help Britain achieve net zero.

Location: Based in our Suffolk office with hybrid working available.

Employment type: 12-month Fixed Term Contract Maternity Leave cover.

Employment basis: The role is expected to be a full-time position. Flexible working arrangements will be considered.

Salary: £25,000 - £30,000 plus benefits.

Closing Date: Sunday 29th May 2022.

The Opportunity

Are you looking for a career which is rewarding, at the cutting edge of project development and where you can really make a difference? Come and join our expanding Sizewell C (SZC) team and work on one of the most exciting projects in the UK, whilst being at the forefront of the UK's climate change agenda and energy policy. The SZC Project is a ~£20bn nuclear new build project in Suffolk which is currently seeking planning approval and financing from HMG and investors, with a view to start construction in 2023. When completed, it will provide dependable electricity to 6 million homes for 60 years supporting our objective to help Britain achieve Net Zero by 2050.

As a Supply Chain Assistant, you'll be responsible for providing general commercial support to the Supply Chain Management Team. You'll be required to work closely and pro-actively with the other team members at all levels and across all the teams within Nuclear Development to ensure that the requirements of the individual contracts and their impact upon the overall SZC Project are successfully delivered.

Our teams are set up to work flexibly, therefore you don't have to be in the office every day. If you're able to travel to the Suffolk or London office to collaborate with your team and stakeholders when required, you can be based anywhere in the UK. We provide a full suite of IT equipment to ensure that our employees can work from home comfortably and effectively.

The Role

This is a role within a small, extremely busy team, providing general commercial support, reporting through to the Supply Chain Manager.

We are looking for a team player, who can work autonomously, plans ahead, has a good eye for detail and is able to identify important issues and works in a systematic way. It's a very fast-paced

environment, so we need someone who is pro-active, and enjoys being very busy. A sense of humour is essential!

Principal Accountabilities

Reporting to the Supply Chain Manager, the principal accountabilities include:

- Assessment and valuation of Contractor's invoices and the processing of payment certificates
- Monitoring spend vs budget on all work orders
- Attending supplier meetings, taking actions and answering payment queries
- Management of both internal and external stakeholders
- Calculating annual volume rebates and ensuring they are received from suppliers
- Ensuring contractual deliverables are met.
- Monitor and report on commercial aspects of the contract/procurement activities and/or project flagging issues at the earliest opportunity to the Supply Chain Manager.
- Preparation of commercial cost reports.
- Compilation of Supplier Performance and Lessons Learnt Reports.
- Administration of commercial management tools including, but not limited to, IVALUA, HICX, CEMAR and SAP.
- Preparing Invitation to Tender Documentation in relation to specific procurement activities.
- Managing and monitoring progress of RFQ's (Request for Quotations)

Knowledge Skills etc

- Either educated to degree level or have relevant work experience with ability to demonstrate a track record of successful contract administration.
- Experience of working as part of a team within a commercial environment.
- Experience of industry standard procurement practices.
- Good communicator with the ability to adapt to different audiences, including verbal, written and presentation skills.

Power in Diversity

Sizewell C is a great place to work, where everyone is welcome.

To fulfil our commitment of doing the power of good for Britain, our ambition is to have a workforce which reflects and benefits the society we are part of and serve. Every worker on SZC, wherever they are, should help to create and experience the right environment where everyone on the team understands, respects and embraces diversity with a culture where everyone is treated with equal respect and are all given equal access to opportunities. By valuing the different points of view and experiences that having a diverse team brings, and by fostering an inclusive climate, we will create a great place to work and a more successful project.

We create the right environment where people feel able to bring their whole selves to work. Whilst working together there is mutual trust and appreciation created through the building of meaningful relationships with one another.

Everyone is able to get the most from their work and the workplace, and in return, give their best.

Competitive Salary & Benefits

We're dedicated to offering flexible benefits that support our people across all aspects of their lives and we're delighted to offer a range of benefits to support our employees' physical, emotional and financial wellbeing.

In addition to a competitive salary, we offer a market-leading company pension scheme, paid holidays and a range of flexible benefits, such as: a company incentive bonus plan, health cover, cycle to work scheme, discounts and employee pricing.

Please let us know if you'd like to discuss flexible working arrangements by highlighting this on your application.