



JOB DESCRIPTION

Job title
Supply Chain Engagement Coordinator
Name of person or job role reporting to
Supply Chain Manager, Central Function
Main Purpose of the Job
Sitting within a central function this role will be predominantly focussed on supply chain engagement and supply chain reporting.
Responsibilities
<ul style="list-style-type: none">• Supporting the development and implementation of a coordinated supply chain engagement plan, on topics such as social value, Sustainability, Equity, Diversity & Inclusion• Data management and data cleansing• Developing surveys, analysing data and preparing reports, and identifying improvement opportunities• Communicating with suppliers to assist them registering on RSKs Supplier Portal• Supporting with Supply Chain Reporting• Supporting in arranging meetings, workshops and engagement events required to support the supply chain engagement plan• Working with other members of the Procurement team collaborating across functions and various RSK business units• Understanding and helping to maximise the value of our third-party partners, Achilles and the Supply Chain Sustainability School• Maintaining and updating master trackers
Qualifications/Experience/Person Specification
<ul style="list-style-type: none">• A Level or equivalent• Experience of coordinating events and projects• Demonstrable customer relationship skills• Knowledge of construction/sustainability/procurement training would be advantageous• Experience of working in a small team demonstrating willingness to support colleagues and contribute to wider RSK initiatives.
Competencies
<ul style="list-style-type: none">• Strong communication skills – both written and verbal• Time management skills• Organisational skills• Keen eye with attention to detail and ability to close out tasks• Proficient with MS Office• Ability to multitask and prioritise workload



- Ability to work independently
- Ability to analyse information and produce reports

Key Relationships

- Wider RSK Group commercial team
- Wider RSK Group procurement team
- Legal Team
- Supply chain partners
- Various Finance teams
- Various Delivery teams

I hereby agree that I have read and understood the job description.

Signed

Date

Name