

# Job Opportunity

## Graduate Sub-Contract Co-ordinator

<b>Job title</b>	Graduate Sub-Contract Co-ordinator
<b>Purpose of job</b>	<p>To ensure an effective and efficient supply chain is in place between suppliers and AEUK which supports the effective operation of AEUK exceeding targets including customer delivery and quality.</p> <ul style="list-style-type: none"> <li>• Support the effective operation of AEUK projects delivering to customer contracts</li> <li>• Ensure continuity of supply throughout the supply chain, mitigating risks &amp; managing commercial issues including contracts, pricing and overall supplier performance.</li> </ul>
<b>Reporting relationships</b>	Reporting to Business Partner
<b>Location</b>	Dorset Innovation Park, Winfrith
<b>Employment status</b>	Permanent, full time (37 hours/ week)

### Key Responsibilities

- Support the management of all subcontract and supply chain activities on allocated projects/ bids, including drafting contracts, negotiation, implementation and on-going management and monitoring of Suppliers required to deliver projects.
- Support the delivery of a high-level supply chain service to both internal and external stakeholders.
- Assist in the coordination and management of change across sub contracts.
- Support the end to end supply chain process for bidding activities.
- Assist in project management of sub-contractors on allocated projects and bids.
- Assist in the identification, assessment and management of subcontracted risk in support of associated bids/projects.
- Assist in project reporting, including subcontract status, risks and subcontract performance.
- Ensure adherence to legislative, regulatory and corporate compliance.
- Assist in the development of long-term strategic relationships with key stakeholders and suppliers.
- Support the development of AEUK supply chain maturity and performance.

### Knowledge, skills and experience Project Management skills

- Project Management Skills.
- Commercial understanding of terms and conditions including the creation of sub-contract documentation and deliverables.
- Awareness of international procurement and knowledge of ITAR, EAR and other regulations.
- Understanding of category management.
- Ability to forge strong working relationships with peers, other colleagues and external stakeholders
- Proactive individual with a high level of communication skills and attention to detail
- Takes ownership, demonstrates a bias for action, sense of urgency and focus upon continuous improvement.
- Strong analytical, interpersonal, and negotiation skills coupled with good verbal and written communication skills.

### Qualifications and skills

- Degree level education
- Willingness to work towards CIPS
- Project Management qualification, desirable

... a sound decision

### More information

Graduate intake planned for September 2024.

The successful candidate must be able to achieve full SC (Security Clearance).

### How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to [recruitment@uk.atlas-elektronik.com](mailto:recruitment@uk.atlas-elektronik.com) by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

### ATLAS ELEKTRONIK UK Ltd

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