



## Scheduling & Procurement Coordinator

As a member of the Minimax Viking Group, Viking stands tall on the global fire protection stage with 10,000 employees and an annual turnover of over €2.2 billion.

Viking EMEA is a key player in distributing our fire safety products and systems across Europe, the Middle East, and North Africa. Serving over 2,100 clients in 74 countries, we deliver everything from sprinklers to advanced detection systems, meeting both commercial and industrial demands. At Viking EMEA, we foster an entrepreneurial spirit within our teams, recognizing that the best fire protection solutions are born from collective intelligence. We believe in the power of collective intelligence and encourage a culture of collaboration and creative thinking.

KCA is part of Viking EMEA, employing around 30 people, and acts as Centre of Excellence for foam products development and manufacturing. From aircraft hangars to waste disposal plants and from storage tanks to logistics warehouses, KCA is trusted for its bespoke foam fire protection solutions. KCA is more than willing to follow its customers anywhere in the world. From refineries in Dubai to oil platforms in the Pacific, whether in terms of product specifications or turnaround times, with its global support network KCA is a dependable partner.

At KCA our engineering skills are often used 'on demand' and we are happy to adapt to each client's specific requirements. KCA's ultimate goal has always been to develop and produce fire protection solutions according to the client's specifications.

Driven by our continuous growth, for our manufacturing location in Bressana Bottarone (PV), we are searching for a **Scheduling & Procurement Coordinator** dedicated to the **Gas filling activity** that will be part of our Material department team based in Italy.

The role will focus on the following main objectives:

- Schedule the gas assembly and filling activities to maximize production capacity
- Procurement of all Gas items stored in Italy in accordance with the central supply chain
- Coordinate and centralize all activities linked to the warehouse (tracking and reporting)
- Guarantee stock accuracy and shop floor activities via the ERP
- Dotted line reporting to supply chain central team

### Responsibilities:

#### Production planning:

- Release and schedule production orders for cylinder assembly and filling based on requested delivery dates
- Ensure availability of required materials and human resources to meet production schedules
- Act as the interface between the Customer Service teams and KCA (handling order confirmations, front office communication, etc.)
- Escalate operational bottlenecks and roadblocks as needed

#### Procurement and supplier management:

- Place purchase orders for all gas-related components
- Track delivery dates and maintain up-to-date information in the ERP system
- Manage claims with suppliers (returns, compensations, etc.)

#### Inventory and stock accuracy:

**K.C.Antincendi S.r.l. SOCIO UNICO Società soggetta a direzione e coordinamento da Parte di Viking S.A.**

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**E.mail:** [info@kcantincendi.com](mailto:info@kcantincendi.com) **Numero Registro Imprese; Codice Fiscale e Partita I.V.A.:** IT09150840156 – **R.E.A. PV N°177524 – CAPITALE**

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- Verify timely and accurate registration of goods receipts and consumptions
- Track and analyze COGI (errors of components consumption) reports to prevent discrepancies on a monthly basis
- Review and take action on blocked stock monthly (scrap, obsolescence, etc.)
- Manage and report on cycle counts to ensure inventory accuracy

#### **Logistics and traceability:**

- Manage inbound logistics, including customs clearance processes
- Supervise and support outbound logistics to optimize shipment lead-times
- Maintain consolidated traceability records of goods entering and leaving the warehouse

#### **Regulatory compliance and reporting:**

- Coordinate quarterly validation of F-Gas records across all stakeholders, including organizing meetings and driving action plans
- Manage interactions with customs authorities for the inbound and outbound of materials including overseeing inspections and audits when required

#### **Continuous improvement:**

- Actively support and drive continuous improvement initiatives across supply chain and logistics processes

#### **Qualifications and experience:**

- Previous experience of 5+ years in coordinating supply chain process, preferably related to technical products in an international environment collaborating with remote teams
- Good understanding of supply chain processes, inventory control and logistics flows
- Knowledge and usage of SAP (S4/Hana) specifically for MM module (PP module is a plus) with at least 2 years of hands-on experience
- Knowledge of stock management, inventory counts and cycle counts procedures in SAP through MRP (reorder point/safety stock) and Kanban logic
- Practical experience with Excel at least at intermediate level (pivot tables, Vlookup, etc.)
- Professional fluency in Italian and English
- Experience in highly regulated or safety-critical industries (fire protection) is an advantage

#### **Personal characteristics:**

- You are autonomous and take ownership of your responsibilities, delivering results with minimal supervision, but escalating things when necessary
- You have strong communication skills and can interact effectively across various levels of organisation
- You are agile and adaptable, comfortable working in a dynamic and fast-paced environment
- You pay attention to details and work in a structured way
- You are able to operate both at a strategic level and in day-to-day operational tasks

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#### Job Conditions:

- The role reports to the Material Manager and is based in Bressana, Bottarone (PV)
- Contract type - C.C.N.L. Metalmeccanici (Collective National Contract for mechanical compartment employees)

#### Our offer:

**Stable company:** for over **three decades**, our company has stood the test of time, weathering economic shifts, technological revolutions, and industry changes. We are not just stable; we are a ship that has sailed through storms and emerged stronger. Be part of a team that values tradition, experience, and unwavering commitment.

**Great place to work:** we are not just a big company; we are a close-knit community that spans continents. As you contribute to impactful projects, you will experience the best of both worlds: the resources and reach of a multi-national structure combined with the warmth and support of a tight-knit family.

**Grow your career** with us, collaborate across borders, and enjoy the **advantages** of a truly **inclusive and nurturing environment**.

Apply now and become part of our extraordinary journey!

#### Contact information:

If you are interested in this position, please send your CV and cover letter to [Human\\_Resources@kcantincendi.com](mailto:Human_Resources@kcantincendi.com).

For more information, please visit our website: <https://kcantincendi.com/>

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