



# GMK

- SUPPLY CHAIN COORDINATOR  
HEAD OFFICE - FAREHAM

# About the role: Supply Chain Coordinator

**Job title:** Supply Chain Coordinator

**Salary:** £25,000-£27,000 depending on experience

**General working hours:** 37.5 hours per week - Monday to Thursday 8:30am – 5.00pm, Fridays 8:00am – 4:30pm/8:30am – 5:00pm on a rota basis

**Working location:** GMK, Bear House, Concorde Way, Segensworth, Fareham, Whiteley, PO15 5RL

**Contract:** Permanent

**CVs and applications to:** HR@gmk.co.uk

## About the role:

We are looking to recruit a highly motivated, organised administrator to join our Procurement department.

The Supply Chain Coordinator will complete administrative tasks such as data entry, tracking shipments, dealing with cost prices and working as part of a team.

- Liaise with suppliers, track shipments, and maintain accurate delivery information for use across departments
- Manage import and export processes, including customs clearance and preparation of commercial documentation
- Create and maintain product information within the company database
- Request and update supplier cost prices in the database
- Communicate with suppliers to reconcile the order book, ensure database accuracy, and escalate issues to the Supply Chain Manager
- Process product returns and warranty claims with suppliers, ensuring credit notes or replacement stock are received; update the Sales team accordingly so they can keep customers informed

## Qualifications and Skills:

- Supply Chain/Procurement experience is desirable but administrative experience is essential
- Strong communication skills – verbal and written
- Good IT skills, confident with Microsoft Word & Excel
- Positive can-do attitude
- A high-level of attention to detail with internal motivation for accuracy and efficiency
- Able to work within a team and independently

Previous administration experience is essential. Experience of country pursuits, shooting in particular, would be advantageous but is not essential.





# Sites



## Bear House

The HQ for GMK Ltd is Bear House. The total surface area is 32,000 sq feet (3,000 sqm). Within the facility there is office space, a showroom area, a dedicated workshop, a secure gun armoury, an ammunition store, pallet racking and general warehouse space. A total of around 45 people are based at Bear House.



## The London Beretta Gallery

Under the GMK umbrella is the London Beretta Gallery. Spread over three floors the shop retails a mixture of Beretta countrywear, technical shooting clothing and firearms, and now incorporates a Holland & Holland Concession



## Holland & Holland

The prestigious Holland & Holland Shooting Grounds are set in 60 acres of beautiful open countryside on the outskirts of London. We have excelled at providing world-class shooting tuition since 1939 and remain the premier destination to fire shotguns and rifles to this day



## Centanex

Centanex distraction devices are manufactured at a dedicated site in Lincolnshire. The small team consists of engineers with specialist knowledge and trained production staff.

# About GMK Ltd:

**GMK Ltd is the UK's leading distributor of premium firearms and shooting sports equipment. We are proud to be part of the Beretta Holding group, the oldest family-run firearms manufacturer in the world, with a rich heritage spanning over 500 years.**

Our diverse portfolio includes renowned brands such as:

**Beretta:** World-leading manufacturer of firearms, including the shotguns used to win 14 out of 15 Olympic medals in Paris.

**Holland & Holland:** Prestigious manufacturer of bespoke firearms and owner of a renowned shooting ground with a Royal Warrant.

**Centanex:** Specialises in the design, manufacture and supply of pyrotechnic tactical products. Provider of advanced solutions for military and law enforcement agencies.

**BDT (Beretta Defence Technologies):** Provider of advanced solutions for military and law enforcement agencies.

**The Beretta Gallery:** Flagship retail store located on St James's Street, London, offering a luxurious shopping experience.

**Tikka, Sako, RWS, Norma, and Chapuis:**  
Premium brands known for their quality and performance.

GMK Ltd is 80% owned by Beretta Holding, ensuring we are at the forefront of innovation and technology in the shooting sports industry. We are committed to providing exceptional customer service and promoting responsible shooting sports across our various divisions.

*Beretta Holding S.A. is the controlling company that embraces over 30 worldwide businesses in which it has either direct or indirect control. The group specialises in hunting and competition shooting sectors as well as tactical products.*





GMK Ltd, Bear House, Concorde Way, Fareham, Hampshire, PO15 5RL [www.gmk.co.uk](http://www.gmk.co.uk)