

JOB TITLE: Materials Controller

Reports to: Operations Director

Hours: Monday to Friday, a total of 40 hours, with a one-hour unpaid lunch break

Job Summary:

To provide combined planning and procurement within our factory for a defined product range. You will maintain our short lead time environment and help to drive further efficiencies through analysis, purchasing, process improvements and lean manufacturing.

Responsibilities:

- To maintain a capacity plan for the factory, supporting incoming sales with allocations of capacity and lead times, whilst ensuring production resources are flexible enough to meet demand and that sufficient inventory is available to meet this plan.
- To attend regular daily planning reviews, sharing appropriate information and highlighting any risks with other teams or departments, and identify area of concern for improvement.
- To manage a suite of tools that measure production volumes, capacity utilisation and variance to plan by using appropriate software to create visual KPI's and data metrics for review.

Planning

- Maintain the output and capacity utilisation of our Moulding department, ensuring that all standard products are made on time and Kanban stock levels maintained as set by planning.
- To ensure the daily production plan for the standard products factory is produced and issued on time and that short lead times are maintained consistently and to manage customer amendments, delays and cancellations ensuring all built to order products are shipped daily.
- To support the demand for project specific products through our Bespoke factory, working with the product design teams to assess technical requirements, lead time and capacity such that the factory plan can be issued and achieved.
- You will work closely with transport to provide information on expected shipping schedules and specialist transport requirements.

Purchasing

- To maintain inventory levels to support short lead times and to set in place appropriate purchasing order cover and re-order points to ensure adequate stocks to prevent material shortages.
- You will manage a selection of suppliers as appropriate and manage material trackers, taking daily incoming stock counts and updating current stock levels
- To raise and log purchase orders to replenish stock levels against agreed suppliers and pricing
- To monitor supplier pricing and report on increases or cost reductions accordingly.

Key skills/qualifications:

- 5 years + planning experience within a manufacturing environment in any industry
- Knowledge of purchasing or purchase order management is desirable
- Ability to read CAD or technical drawings is desirable
- Experience of continuous improvements or Lean manufacturing knowledge is desirable
- Full UK Driving licence and competent use of Microsoft Office products

Person Specification:

- A systematic mind capable of working in a structured and efficient manner
- An ability to work under pressure and to prioritise work to meet deadlines
- Good level of numeracy and literacy is required for this role
- Good communication skills in written and spoken English
- A self-driven analytical thinker who is highly numerate and process driven