

## JOB DESCRIPTION



<b>Job Title: Materials Controller</b>	<b>Location: Hunmanby</b>
<b>Department: Purchasing</b>	<b>Contract: Full time</b>
<b>Reports To: Purchasing Manager</b>	<b>Direct Reports: N/A</b>

### 1.0 Job Summary & Role

- To actively keep an overview of all functions within materials function in relation to all buying areas.
- To ensure the activities in the materials function are carried out professionally, effectively and efficiently.
- Work with production / planning to improve process efficiency on part shortages and visibility of changes in demand and to communicate clearly back to the team.
- Work on consignment stock with a view to improving processes and add more parts where applicable to the consignment stock program.
- Gain a good understand of far eastern supply chain including logistics/carriage and work on process improvement with buyer to ensure delivery efficiencies are made with far eastern suppliers.
- To ensure items are expedited effectively and delivered on time to satisfy production requirements and personnel requirements.
- Take a proactive approach to resolving issues before they impact business performance and update key stakeholders on components issues and progress.
- Liaise with buyers regarding purchase orders and availability of problematic components.
- To introduce a new vendor rating process to the team .
- Ensure supplier delivery dates are adhered to avoiding line stops and suppliers are challenged professionally. If late deliveries occur, corrective actions agreed with suppliers and buyers.
- Manage selective order books with suppliers from all buyers ensuring **all** delivery dates are accurate on the Epicor system in line with suppliers' system.
- Liaise with buying team and purchasing manager to raise profile of any problematic suppliers and orders.
- Produce morning and weekly reports on materials control and action / communicate accordingly.
- Assist with the management of stock and inventory levels on specific components in line with company direction minimising excess stock levels and eradicating redundant stock.
- Liaise with other departments including engineering and production, building relationships and working with key stakeholders within the business on supplier and component related matters.
- Liaise with the planning team where applicable in relation to component issues, requests or amendments to plans along with component availability information.
- Work to key KPIs in the purchasing department ensuring deadlines are met and workload managed effectively for all the team.
- Ensure all documentation regarding changes to orders are up to date.
- Ensure Weekly materials reports are kept up to date for key stakeholders.
- Any relevant task deemed necessary to undertake as part of the purchasing department progression.



## 2.0 Key Responsibilities & Main Duties

- On site receipt of products and materials within budget and timescale
- Purchase order originators and stakeholders advised frequently of component status.
- Raw materials and manual orders are available to meet all production needs without line stops.
- Ensure all reports are completed professionally by the team.
- Work on process improvement in materials control function with a view to saving time and gaining efficiencies.
- Produce a new vendor rating system.

## 3.0 Internal & External Relationships

Key stakeholders include:

- Production manager and personnel
- Engineering manager and personnel
- Stores manager and personnel
- Accounts manager and personnel.
- Suppliers
- Operations Director

## 4.0 Key Performance Indicators

- Reduction of material shortages for production
- Manage supplier availability of components and supplier performance.
- Control of inventory levels
- Process improvements in the materials area to show marked supply chain efficiencies.
- Vendor management and rating system

**This information has been discussed and agreed with the new employee as part of the onboarding process:**

### Job Holder

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### Line Manager

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