

JOB DESCRIPTION & PERSON SPECIFICATION



Job Title: Materials Controller	Location: Hunmanby
Department: Purchasing	Contract: Part-Time/ Permanent
Reports To: Purchasing Manager	Direct Reports: N/A

1.0 Job Summary & Role

Deep Sea Electronics is a global leader in the design and manufacture of generator controllers, automatic transfer switch controllers, battery chargers, and vehicle and off-highway control systems. With over 200 employees across four continents, we supply our products to customers in more than 150 countries, both directly from our UK head office and through a well-established international distributor network.

As part of the Purchasing team, the Materials Controller will be responsible for overseeing materials control activities to ensure the efficient, timely and cost-effective supply of components to support production.

This is a **part-time position working 22 hours per week, Wednesday to Friday**, and will be undertaken as a **job share with another member of the team**.

The Materials Controller will work cross-functionally with Purchasing, Planning, Engineering and suppliers to manage demand changes, resolve issues proactively and maintain accurate data and reporting. The role will drive continuous improvement in processes, supplier performance and inventory management to enhance efficiency and prevent disruption to operations.

2.0 Key Responsibilities & Main Duties

- Maintain oversight of all materials functions across buying areas
- Ensure materials activities are delivered professionally, efficiently and effectively
- Collaborate with production and planning to improve efficiency, manage shortages and communicate demand changes
- Develop and optimise consignment stock processes and coverage
- Improve Far East supply chain performance including logistics and delivery efficiency
- Expedite materials to meet production and personnel requirements on time
- Proactively resolve issues and keep stakeholders updated on component status
- Liaise with buyers on purchase orders and component availability
- Manage supplier performance, delivery dates and corrective actions to avoid line stops
- Maintain accurate supplier order books and system data (Epicor/ Sourceday)
- Escalate supplier and order issues to the purchasing manager and wider team
- Produce and communicate daily and weekly materials reports
- Control stock levels to minimise excess and eliminate obsolete inventory
- Build strong cross-functional relationships with engineering, production and planning
- Support planning with component availability and amendments
- Deliver against purchasing KPIs and manage team workload effectively



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- Ensure all order and change documentation is accurate and up to date
- Ensure timely on-site receipt of materials within budget and schedule
- Keep stakeholders informed of component and order status
- Ensure material availability to meet production demands without disruption
- Maintain high standards of reporting across the team
- Drive continuous improvement within materials control to increase efficiency
- Develop and implement a vendor rating system

3.0 Internal & External Relationships

- Production
- Engineering department
- Stores
- Accounts
- Suppliers
- Operations Director

4.0 Key Performance Indicators

- On-time delivery to production
- Line stoppages due to material shortages
- Supplier on-time delivery
- Inventory accuracy
- Stock turns
- Excess and obsolete stock reduction
- Supplier OTIF
- Purchase order / system data accuracy
- Issue resolution time
- Cost savings from process improvements

5.0 Essential/Desirable Factors

Knowledge	
Essential: • Knowledge and understanding of Modern purchasing systems • Worked in a purchasing environment/office	Desirable: • Knowledge of manufacturing plant and departments within
Skills & Attributes	
Essential: • Excellent communication skills at all levels • Understanding of expediting and systems to control expediting • Organised, ability to priorities and manage workload • IT / Excel skills	Desirable: • Understanding of vendor rating procedures and systems



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Experience	
Essential: - Expediting experience - Materials controller experience in a similar role	Desirable: Purchasing systems and procedures
Qualifications	
Essential:	Desirable: Member of the Chartered Institute of Purchase and Supply

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Purchasing Manager	August 2026

