

Material Controller– Job Description

Function: Material Controller. (Anton Mill)

Reports to: Supply Chain Inventory Team Leader.

Purpose

It is the responsibility of the Material Control teams to ensure component parts are available for projects scheduled onto the assembly section and at time of delivery to site.

The Material Control team also need to ensure materials are effectively valued, stored and controlled to capture materials used calculations.

Key Responsibilities

- To work safely and follow current safe systems of work within the Main stores, Warehouse and external yard areas using mechanical aids where ever needed.
- To be proactive in auditing and checking stock locations to help ensure parts are available to pick on a weekly basis.
- To book in material receipts at time of delivery ensuring internal inventory availability reports are up to date.
- To work closely with Purchasing To resolve any Inventory related issues.
- To carry out Annual stock counts and review inventory accuracy reports and PI counts
- To ship additional deliveries and spares sales orders via external couriers daily.

This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the function.

Skills and Experience

- FLT Counter balance, Combilift and Reach licences. – desirable
- Proven experience of material control Pick / pack systems
- Clear understanding of KBM / Mainframe Purchase order systems
- Management of Warranty materials systems and non conforming products.

Personal Attributes and Behaviours

- ✓ Excellent communication and interpersonal skills.
- ✓ Must be calm & effective under pressure.

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Relationships

Internal

The jobholder will be expected to maintain close and effective personal working relationships at all levels of the organisation.

External

External agencies including suppliers and hauliers.

Education and Qualifications

- Basic secondary school education
- FLT Counter balance, Combilift and Reach licences.