



Sleepzee

Materials Controller

Full time, Permanent

39 hours per week

Starting Salary: circa £24,500 per annum (depending on experience)

We are looking for a suitable individual with a 'can do' and flexible attitude to join our Data & Purchasing team.

Reporting to the Data & Purchasing Manager, the successful candidate will be ordering raw materials for production requirements and ensuring that all deliveries are received and recorded accurately.

The main duties of the role will include:

- Raising raw material orders when minimum stock levels are reached.
- Monitoring and maintaining computerised stock system to ensure an accurate record of stock movement is kept.
- Identifying and highlighting any queries to the Data & Purchasing Manager
- Updating stock records and highlighting slow moving stocks.
- Preparing reports and maintaining accurate inventory and procurement records.
- Generate monthly supplier rejection reports or as and when requested.

The ideal candidate will be efficient, well organised and capable of working to critical deadlines. You must have a good standard of education, be proactive and numerate with an eye for detail as well as good knowledge of Microsoft office and be proficient in the use of Excel and MRP.

Proven experience of working in materials control as well as in an office environment are essential for this role.

Experience in the use of SAGE purchasing systems would be desirable.

The working hours are:

Monday – Thursday 8.00am – 4.30pm

Friday 8.00am – 3.30pm

Applications are invited from all sectors of the community. Whatever your age, gender, disability status, sexual orientation, religion, ethnicity or family circumstances, we make it our business to make sure that you are treated with fairness and respect.