

Job Title: Materials Expeditor

Hours of Work: Mon-Thu 07:30 to 17:00, Fri 07:30 to 12:30

Reporting to: Procurement Manager

Job Purpose: Place orders with suppliers, using an internal system.
Ensure materials arrive on site in a timely manner for production.
Liaise with both suppliers and production team at management level to ensure continuous uninterrupted production.

Key Responsibilities and Duties:

- Place and progress orders using an internal system.
- Liaise with suppliers to ensure materials arrive in a timely manner.
- Using an internal system run reports on a weekly, or as necessary basis.
- Work closely with stores team, advising them of any supply issues.
- Place orders for and expedite non-production parts as and when required.
- Liaise with Purchase Ledger Team regarding invoice queries.
- Attend daily production meetings when required.
- Report any potential supply issue to Procurement Manager.

Knowledge, Skills, and Experience:

- Experience in a busy office environment preferred, but not essential.
- Strong organisational and problem-solving skills.
- Maintain neat, tidy, and accurate approach to all activities undertaken.
- Good communication skills both written and verbal.
- Experience using Excel and Word.
- Training will be provided on other computer systems.

If you are interested in the role, please send your CV over to recruitment@auto-sleepers.co.uk