



Description

An exciting NEW opportunity to join the SAM award winning team in a full time, permanent position based in a manufacturing plant in Antrim.

Reporting to: Assistant Procurement Manager

Location: Main SAM Office (8 Orchard Way, Newpark Industrial Estate, Greystone Road, Antrim, BT41 2RU)

Main Responsibilities for the Job

You will be responsible for controlling and maintaining all inventory related activities to ensure the company minimizes stockholdings and maximizes stock system usage and paperwork accuracy. You will control, monitor, evaluate and highlight:-

The company's material and bought in product inventory's including MDF and all other consumable stock raising purchase orders when required.

Stock out and apply appropriate actions.

Consumables usage and costs

Supplier delivery on time

Undertake weekly/monthly stock counts investigating any discrepancies and reconciling on the computerised stock system with production usage.

Overstocks and remove obsolete/redundant raw materials to maximize availability of working capital.

Any materials that are late or holding up production for whatever reason are chased and followed up until received.

Improvement processes and systems to reduce cost and maximise working capital.

Maintain a stock and material control database on the ERP system and maintain accuracy of stock items.

Ensure materials are ready and available for production as and when required.

Provide routine reporting information on inventory performance including producing daily reports to ensure key critical areas of the stock system are controlled and any discrepancies addressed and resolved.

Assist with planned stock takes, perform cyclic stock checks and reconcile MDF with production usage.

Personnel Specification

Education: Minimum of GCSE A*-C in Maths and English or equivalent.



Experience: Minimum of 1 years' experience in a similar role is strongly preferred but not essential. Minimum of 1 years' experience in a busy office experience with experience of a Microsoft packages is essential and working experience of an ERP system is strongly preferred.

Special Skills: Strong interpersonal skills and an ability to relate to and understand all areas of the business. Aptitude for figures.

Personal Qualities: Must be self-motivated, have a professional manner and have an emphasis on attention to details.

Circumstances: Must be flexible to be able to work early morning, late evenings or weekends if required to support stock takes in particular. Flexibility to travel outside of NI may be required occasionally for this role.

Package

Hours of Work: 42.5 hours per week. 8.30am - 5pm Monday to Friday inclusive of breaks.

Salary & Benefits: Will be discussed in detail at interview.

How to Apply?

Submit an up to date CV to Roisin Moran, HR Officer, by Friday 13th February 2016 at 5pm.