

Role Function:	Materials Coordinator
Reporting to:	Stores Supervisor
Location:	On-site in Ulverston
Working hours:	37.5 hours Monday to Friday
Salary:	£20,000 pa - £22,000 pa dependent on experience
Contract:	Permanent appointment
Start date:	TBC

Company Background

Acrastyle Limited is an electrical engineering company which designs, manufactures, tests, installs, commissions and maintains high-voltage substation protection and control equipment.

Since 1962 we have earned a unique reputation for superior product quality, outstanding technical expertise and excellent customer service.

The role

Due to expansion an exciting opportunity has arisen within Acrastyle as a Materials Coordinator in our production department.

The role primarily involves managing and maintaining production stock items to ensure smooth delivery of projects.

The ideal candidate would be someone with good attention to detail who enjoys working as part of a team. They should also be able to work on their own initiative whilst being able to establish positive working relationships within their team. Having a working knowledge of Microsoft 365 product and stock control systems would be advantageous. However, we are willing to provide training to the right candidate.

This opportunity would suit someone who has a willingness to learn and has an interest in the manufacturing/engineering industry.

As an Equal Opportunities employer we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

We have the right to close this vacancy early if a suitable applicant is appointed or a high volume of suitable applications is received.

Responsibilities include, but not limited to:

- Issuing of stock to production department
- Monitoring & replenishment of production stock
- Maintaining accurate stock data
- Receipt/inspection of custom metalwork to engineering drawings
- Processing production shortage requests in line with company procedure
- Processing of production stock returns in line with company procedure
- Liaise with all internal and external stakeholders
- Receipt/inspection & processing of incoming goods
- Allocation of stock to specific projects

In addition to the above duties, the successful candidate would also be required to be able to cover other roles within the wider Supply Chain team including the procurement of goods and the expediting of overdue purchase orders.

In return, we can offer a competitive salary along with employee benefits:

- Additional holidays (32 days per year pro rata inc. bank holidays)
- Flexible working
- Early finish on a Friday
- Long service awards
- Loyalty day bonuses
- Company sick pay scheme
- Enhanced maternity scheme
- On-site parking
- Company Mental Health First Aider
- Ongoing engagement activities
- Internal and external training opportunities