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| <b>Role Function:</b> | Material & Logistics Coordinator |
| <b>Reporting to:</b>  | Stores Supervisor                |
| <b>Location:</b>      | On-site in Ulverston             |
| <b>Working hours:</b> | 37.5 hours Monday to Friday      |
| <b>Salary:</b>        | £23,000 pa                       |
| <b>Contract:</b>      | Permanent appointment            |
| <b>Start date:</b>    | 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

An exciting opportunity has arisen within Acrastyle for a Material & Logistics Coordinator in our production department.

The role primarily involves the receipt & inspection of delivered goods, managing non-conformances, managing and maintaining production stock items & arranging delivery of finished goods.

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 in addition to 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
- Processing production shortage requests
- Processing of production stock returns
- Liaise with all internal and external stakeholders
- Receipt/inspection & processing of incoming goods
- Raising non-conformances for incoming goods
- Expediting non-conformance resolutions
- Allocation of stock to specific projects
- Arranging deliveries of finished goods

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

- Additional holidays (32 days per year pro rata inc. bank holidays)
- Early finish on a Friday
- 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
- Early Pay