

JOB DESCRIPTION

Job title:	Materials Manager
Location:	Bungay, Suffolk
Reports to:	Business Systems Director
Shift Pattern:	The core hours of this role are Monday to Friday, 8.30 to 17.00, with one hour for lunch.
Job purpose:	To manage the Materials Control team and processes in all aspects to support the production needs of the business.
Main Responsibilities:	<ul style="list-style-type: none"> • Responsible for the day-to-day management and operations of the materials team ensuring all materials processes and KPIs are conducted in accordance with company procedures. • Managing a team of 5 including but not limited to: <ul style="list-style-type: none"> ○ Performance reviews ○ Workload allocation ○ Holiday and sickness management ○ Training plans • Maintaining appropriate materials stock levels to ensure sufficient availability to meet customer and production needs, whilst carrying minimum inventory and maximising cash flow, in line with budget • Leading improvement in materials control processes to ensure efficient running of the department. • Leading improvement in materials control IT systems changes to ensure efficient running of the department. • Supplier Liaison and escalation for day-to-day issues • Build, maintain and manage supplier relationships, keep up good communications and be responsible for managing escalations. • Leading/supporting supplier reviews alongside Purchasing Manager as appropriate • Being the key point of contact on materials information particularly where project related e.g., availability, alternatives, lead times, stock levels. • Providing management and customers with reports, key performance indicators. • Being key liaison for internal departments on matters relating to materials control. • Supporting business on new material initiatives, identifying opportunities, managing changeovers of supply of materials. • Understand, document and future proof customer paper reporting.
Working relationships:	<ul style="list-style-type: none"> • Materials team – direct reports. • Customer service / production control / production departments, particularly these department managers • Purchasing Manager

	<ul style="list-style-type: none"> • General Management team • Senior Management team • IT – particularly IT development 	
Person Specification	Professional Qualifications:	
	Required	Desired
	<ul style="list-style-type: none"> • GCSE pass in Maths & English or equivalent. 	<ul style="list-style-type: none"> • Degree in relevant subject.
	Experience:	
	Required	Desired
	<ul style="list-style-type: none"> • Management experience. • Proven track record of improving results in previous roles. 	<ul style="list-style-type: none"> • Experience working within a factory environment. • Experience leading improvements in material control department. • Experience working with suppliers. Ideally you will have significant experience managing suppliers in a complex manufacturing environment.
Health and safety	Candidate Attributes:	
	<ul style="list-style-type: none"> • You are a very commercially aware individual. • You have a proactive attitude towards your work. • You have a strong desire to manage people effectively. • You can deliver positive change through improved processes. 	
Equal opportunities statement	<p>All employees must observe and comply with Clays Ltd policies and procedures for health and safety.</p> <p>All employees must observe and continually promote equal opportunities and customer care in compliance with Clays Ltd policies.</p> <p>We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.</p>	