

JOB DESCRIPTION

JOB TITLE: Materials Manager	DEPARTMENT: Stores/Logistics/Purchasing
REPORTS TO: General Manager	LOCATION: Southend
JOB PURPOSE: <p>The Materials Manager will oversee the planning and coordination of inventory, logistics and purchasing. He/she will ensure robust and fit for purpose pricing, materials management and supply and distribution strategies are in place to enable the business to optimize the management and control of both inbound and outbound materials.</p>	
MAIN RESPONSIBILITIES AND DUTIES: <ul style="list-style-type: none"> • Implements strategic supply chain plans to support long term business goals including stock reduction, supplier performance and risk analysis and creation of key performance metrics to measure success. • Maintains optimum inventory levels, within approved guidelines, to ensure on-time deliveries to meet customer requirements while minimizing courier/transportation costs. • Establishes procedures for perpetual stock count and oversees the process including undertaking and valuing of the year-end physical inventory. • Oversees the purchasing and/or contracting for materials, supplies, equipment, and services for the operation of the Company, in addition to all inventory items. Investigates and solves problems resulting from material shortages, however caused. • Establishes and maintains purchasing practices and policies to ensure honest, fair, and ethical relationships with vendors. Keeps informed on legal/regulatory matters that affect purchasing policies. • Identifies new materials, suppliers, and processes to achieve the best possible quality, reliability, prices, continuity, and delivery. • Keeps abreast of materials and aviation markets and materials pricing trends that may affect the business. • Develops, establishes, and provides for the maintenance of reporting systems that relate to the materials function and ensures that the company standard practices and procedures are followed in connection with all materials department functions. • Identifies, evaluates and recommends MRP system in line with budgetary guidelines. • Maintains economic departmental costs and expenditure within allocated budgets and advises and seeks approval from the Managing Director of any variance. 	

- Ensures correct materials handling, storage conditions and facilities are maintained to regulation standards.
- Ensures that orders for aeronautical parts and supplies are only placed upon approved suppliers.
- Takes overall management of the system to ensure the continuous serviceability and calibration of tooling and equipment.
- Liaises with other departments and customers on all matters relating to materials and parts. Ensuring materials contractual awareness.
- Provides leadership to all direct reports, coaching, motivating and developing team members to optimise their performance and personal and professional growth.
- Develops department procedures and ensures all staff understand and adhere to Company procedures.
- Complies with the Company Quality, Health and Safety and the environmental policies ensures compliance with the Company Safety System, actively advocates, promotes and implements safety policies – identifies, assesses and resolves risks and hazards, ensures operational safety in the workplace, implements corrective actions within required timescales, ensures all directly reporting staff are trained and remain actively aware and comply with requirements of the Company safety system. Actively participates in the Company Management and Safety forums.
- Any other duties within your capabilities as directed by the Company.

SKILLS AND EXPERIENCE

- Experience implementing ERP and MRP tools
- Proven experience as materials manager
- Familiarity with supply chain and inventory management systems
- Understanding of forecasting and budgeting
- Experience of implementing; KPIs, LEAN and continuous improvement processes
- Experience in development and deployment of Supply Chain Management strategies
- Experience of negotiating long term complex supplier agreements
- Proven track record of supplier relationship management experience
- Experience in shipping, receiving and inventory management
- Excellent organizational and leadership skills
- Strong communication and influencing skills
- Strong blend of experience between 'hands on' operational procurement and strategic planning

- High Energy personality capable of engaging and driving all levels of the procurement function and supply base
- A problem-solver
- Degree in business, purchasing or other relevant field
- Attention to detail and proven ability to manage multiple priorities simultaneously