

Materials Scheduler / Buyer

Worksop

We currently have a vacancy for a Materials Scheduler within the Engineering / Stores department at our Worksop facility. The purpose of the role will be to work with the Engineering, Production & Stores departments to ensure materials will be available to meet required delivery dates of completed vehicles and equipment.

Key areas of the role include:

- Producing bills of materials using the company's MRP software from engineering drawings and parts lists.
- Updating bills of material regularly to meet latest engineering designs & production operations.
- Using the company's MRP software parts shortages will be identified to meet the production schedule.
- Procurement of components & proprietary items to meet the production schedule.
- Work with production to identify any sub assembly work which needs to be manufactured from an external supplier.
- Obtain prices for any sub assembly from external suppliers and place orders.
- Work with external suppliers to ensure they are manufacturing to the correct information.
- Liaise with external suppliers to ensure that delivery schedules are on target.

Applicants should have the ability to work in a multi task environment, have strong interpersonal, negotiation and influencing skills, both commercial and financial awareness and knowledge and experience of using MRP (Material Requirements Planning) systems or similar.

In addition they will possess strong analytical and planning skills, project management skills, have excellent attention to detail and strong IT systems knowledge, including advanced Excel.

The successful candidate will be a good communicator with the ability to form and maintain good relationships both internally and externally and they will be organised with the ability to plan and deliver to deadlines.

The role will require a flexible approach to hours as occasional overtime and travel will be required to suit the job requirements.

If you believe you have the experience, knowledge and qualifications to carry out this role please forward your full CV and application letter to:

Sarah Pickard, Human Resources department
Dennis Eagle Limited
Heathcote Way
Heathcote Industrial Estate
Warwick
CV34 6TE

or e-mail sarah.pickard@dennis-eagle.co.uk.

Closing Date: Friday 28th April 2017

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