

## MELETT LTD

### Supply Chain Co-ordinator (9 month fixed term contract)

Barnsley

This is an exciting opportunity to join a fast growing, dynamic company. We are currently seeking an experienced Supply Chain Co-ordinator to further strengthen our team based in Barnsley.

Initially on offer as a fixed-term contract, this is a hands-on position to administer purchasing and material expediting activities and manage the planning of kitting and assembly operations, whilst controlling inventory levels in-line with Company stock holding targets. The role will also involve working with the Engineering, Design & Development, Quality and Production departments to facilitate New Product Introduction and supplier re-sourcing activities.

#### ***Responsibilities***

- Creation of BOM's on computer system; generating purchase orders; liaising with freight forwarders to plan shipment collections; analysing purchasing and stock reports in order to maintain stock levels to agreed Company / personal targets
- Managing supplier relationships in a professional and effective manner. Monitoring supplier performance, providing advance warning to the sales / production teams if delivery problems are anticipated
- Processing of incoming goods and three-way cross-checking of purchase orders / delivery notes / invoices; including resolution of discrepancies as required
- Ensuring that kitting and assembly plans and production works orders are in place to maintain strategic stock levels of finished products; ensuring that component stock levels at the production and kitting facilities are sufficient to ensure efficient running of production operations, including timely processing of stock allocations and inter-store transfers on the computer system
- Working with relevant departments and participating in project team meetings as required to manage and facilitate the introduction of new parts, engineering modifications and supplier re-sourcing activities

#### ***Essential to the role requires:***

- Experience of working as a Buyer / Material Controller - ideally within a manufacturing environment
- Effective written and oral communication skills
- Good inter-personal skills
- Ability to work under pressure and to tight deadlines
- Good organisational skills
- Strong number and analytical skills, combined with creative problem-solving abilities
- Computer literate, including good MS Office experience

Additionally, it would be desirable if candidates possess any of the following:

- Working towards CIPS or equivalent
- Knowledge of lean manufacturing techniques
- Industry / product knowledge
- Experience of precision metal mechanical components

Melett supplies precision engineered turbochargers, core assemblies, repair kits and individual turbo components to the professional turbocharger aftermarket. Melett operates manufacturing sites in the UK and China, with sales and distribution from the UK Head Office as well as facilities in Poland and USA.

With in-house teams of Design, Development and QC Engineers, Melett are recognised as the quality, reliable supply partner by turbo repairers ranging from small turbo workshops through to volume turbo remanufacturing facilities. Three times winners of the prestigious UK Queen's Award for Enterprise, 2006, 2009 and 2014, Melett currently supplies parts to turbo reconditioners in over 100 countries worldwide.

If this challenging role appeals to you, please submit your CV, along with a covering letter which includes details of your current remuneration and benefits, addressed to Catherine Haycock, HR Manager to [careers@melett.com](mailto:careers@melett.com)