

## JOB SPECIFICATION

Job Title	Materials Manager
Department	Purchasing
Reporting To (Including job title)	Operations Manager
Salary estimate (if known)	Salary dependant upon experience.
Job requirement	Full-time: 37.5 hours per week Core hours: 8am to 5.30pm Monday to Thursday, 8am to 4.30pm Friday

### Introduction

Photek Ltd is a privately owned company located in East Sussex currently employing just over 60 people. Our core business is design and manufacture of specialised imaging detectors and systems covering a diverse range of industries from aerospace to biomedical. Applications for such detectors include the detection of single photons and ultrafast cameras capable of sub-nanosecond exposure times.

Photek Ltd. is part of Tibidabo Scientific Industries Ltd., a global leader of highly differentiated technologies in scientific and medical research, life sciences, agriculture, recycling, aerospace, defense and security, and industrial markets.

### Job Summary

- To have overall responsibility for Purchasing and Warehouse (Stores) functions.
- Key procurement contact to ensure Photek supply chain meets all current and future business needs.
- Supervision of both Purchasing and Stores, ensuring adherence to procedures and policy.
- The role will require working Monday to Friday during normal 'office-type' hours.

The role requires close working relationships with; Scheduling and other supervisors and production staff on a daily basis.

### Key areas of responsibility

#### Performance

- Ensuring the timely purchase and supply of component, driven by demand from the production site and the Material Requirements Plan (MRP).
- Building successful supplier relationships to maintain and drive the commercial success of Photek.
- Perform to the production plan - planned and timely receipt of components from suppliers, processed and transferred to available goods to meet on-time & in-full delivery for customers.
- Working with all areas of the business including Operations Manager, Production Scheduler and the senior leadership team to build a best-in-class procurement approach that continually improves supply chain quality & reliability whilst reducing delivery lead times.
- Recommend, maintain and monitor minimal stock levels to support the production of product.
- Ensure timely availability of critical parts requirements.
- Track supplier performance (receipts to promise, variations from specification, etc.)
- Ensure accurate and timely completion of any WIP / Inventory audits.
- Manage and minimise the current company inventory, whilst maintaining sufficient parts for current and future demand.

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- Attend daily Production “stand-up” meetings of production cell leaders to communicate issues with production colleagues and gain understanding of continual requirements of other cells within the wider production process.
- When required, to be hands on and support the team and departments in processing / delivering product.
- When required, to perform other duties as deemed necessary to support the success of the business.

### Team & Equipment

- Recruit, Develop and Organise staff and equipment to deliver the Procurement / Warehouse plan.
- Ensure the team is multiskilled for optimal performance. Monitor labour utilisation, efficiency, and productivity to identify and address cross-training needs
- Ensure procedures are written, and maintained up to date, for all procurement and warehouse activities and suitable training is carried out with staff.
- Monitor the performance of the department and staff, ensuring all necessary procedures and products are to a high standard.
- Ensure adequate equipment capacity is installed, it is always fit for use and calibrations are up to date.

### Quality

- Ensure that suitable failure identification is carried out on products and support Company Continuous Quality Improvement efforts to reduce and eliminate defects.
- Support Corrective Action remedies identified by the Quality Management System - work with process engineering to determine root cause and corrective actions with suppliers.
- Take appropriate and effective action to address and resolve any problems or delays in Supply.
- Provide daily feedback to the Operations Manager of any supply related information, progress and any potential issues.

### Staff Training & Development

- To participate in staff development, training, and performance appraisals to ensure continuous professional development.
- Keep professionally updated by attending regular training updates.
- Identify external appropriate training opportunities and technical resources which will be beneficial to Photek.
- Attend appropriate training identified through appraisal and supervision to show a commitment to continuous development and to ensure appropriate levels of skill and knowledge are maintained to ensure the Photek business plan is achieved.
- Attendance at supervision and appraisal sessions as required.
- To attend team meetings and apply consistently the principles of Equal Opportunities as embodied within the company’s policies and procedures.

### Health & Safety and Quality standards

- Promote & maintain awareness and compliance of H&S in accordance with best practice and legal requirements.
- Promote & maintain awareness and compliance of applicable international quality standards (ISO 9001 and ISO 14001).

### Person Specification

Factor	Essential	Desirable
<u>Qualifications</u> Maths and English at ‘A’ level or GCSE level grade C or better	Y	

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Purchasing, planning, and negotiation qualifications		Y
<u>Experience</u>		
Use and understanding of MPS/MRP systems (preferably Sage)	Y	
Use of computers (Excel and Word)	Y	
Worked in a manufacturing company	Y	
Worked in a purchasing/buying department (minimum 3 years)	Y	
<u>Knowledge</u>		
High level of organisation and the ability to adapt plans to the changing manufacturing environment.	Y	
Good attention to detail to accurately follow work instructions and documented procedures.	Y	
<u>Skills &amp; Abilities</u>		
Good level of computer literacy (including use of programs i.e.; Office 365)	Y	
Good level of education or relevant experience	Y	
Approachable, decisive and able to drive a team forward with purpose, efficiency and vision	Y	
The ability to remain calm and focussed under pressure	Y	