

# Material Replenishment Senior – Job Desc.



**Reports to:** Inventory and Material Flow Leader

**Purpose:** To provide a support service for Stannah Stairlift Watt Close Manufacturing. Working closely with Purchasing and Operations Cell/Team Leaders you will be committed to minimising down time across all cells by ensuring all products/parts needed to support the business are ordered on time in full, unloaded upon delivery and booked in accordingly.

## Key Responsibilities:

### **Health, Safety and the Environment:**

1. Work in accordance with the Company Health & Safety Policies in all that we do in order to protect ourselves and others from any risk of harm.
2. Support all Health & Safety matters.
3. Ensure all work is carried out in accordance with Safe Systems of work
4. Work in accordance with the requirements of the company's environmental standard.

### **The Role:**

#### Fork Lift

- Complete necessary daily safety checks
- Report any faults or issues to a cell leader and the maintenance team
- Ensure that the forklift is on charge at the end of the shift

#### Deliveries (Inventory & Non Inventory)

- Ensure all goods are checked and booked in
- Inform addressee that goods are available by phone or e-mail and deliver if required. If addressee information is not clear, question and escalate. This should be resolved within 24 hours.
- Deliver manageable sized packages to the post room
- Externally supplied kan ban parts (i.e castings, NSI legs) to be delivered to point of use or stock location.

#### Booking In

- Visual check of parts supplied, ensuring delivery note matches parts delivered.
- Check delivery notes and highlight any errors to the appropriate account manager.
- Ensure all stock items are booked in as they arrive and placed in relevant location.
- Process invoice queries

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## **Returns**

- Ensure that the returns area is cleared on a weekly basis and escalate any anomalies to purchasing
- Parts that are not delivered by our supplier may need to be returned via Transplus.

## **Ordering and Monitoring Material**

- You will be responsible for ordering externally supplied materials to ensure the production cells are fully stocked with necessary parts at point of use, using the relevant replenishment systems.
- First line chase any parts, internal or external, that will affect the 2 day KPI measure and any shortages or potential shortages or issues must be escalated immediately.
- Follow the correct procedures for rejected and scrapped parts
- You are responsible for the housekeeping of larger items delivered into the factory.
- You will be responsible for monitoring stock on an agreed basis, issuing material as required for NPI projects and non production orders.
- Responsible for monthly PI (perpetual inventory) counts to be carried out and any anomalies investigated and reported to Inventory & Material Flow Leader in written format.
- You will be responsible for continuously updating replenishment systems to reflect the correct stock levels.
- You will form part of the annual stock count team and will take ownership in preparing for this.

## **General Responsibilities**

- Must be committed to a strong teamwork ethic.
- Must be pro-active in the continuous improvement of standard processes, inventory control, Ofbiz, material flow, waste reduction and the general working environment.
- Represent the material replenishment team in meetings (MRB, Production) ensuring that all relevant information is available.
- Demonstrate an immediate response time to stock out issues which is measurable against performance KPI's for material replenishment (i.e.downtime).
- Must be committed to delivering customer service excellence across all areas of the business.
- You are responsible for the general housekeeping of the yard.

## **Material Replenishment Senior – Job Desc.**

### **Skills required:**

1. Ability to work alone and as part of a team
2. Forklift Licence
3. An understanding of the continuous improvement process
4. Ability to plan, prioritise and organise workloads
5. Good understanding of health and safety principles and procedures
6. Capable of interpreting and reporting data
7. Ability to work within tight deadlines
8. Ability to demonstrate a proactive approach to identifying and solving problems
9. Computer literate – Excel, Word, Lotus notes (or Microsoft)

### **The Person:**

1. Experienced in a modern manufacturing environment.
2. Self Motivated and driven
3. Demonstrates honesty and integrity at all times
4. Excellent communication skills with the ability to interact at all levels
5. A 'can do' attitude is a must and you will demonstrate the drive and determination required to succeed
6. To be in good physical condition as lifting and manoeuvring of materials is required
7. Willing to work outside in all weather conditions
8. Flexible attitude towards working hours
9. Be able to adapt to a constantly changing environment
10. Committed to continuous improvement within your working environment

**This list is not exhaustive and you may be asked to carry out other tasks to support the business.**