



Job Title	Purchasing and Materials Coordinator Full-time (37 hpw) Monday to Thursday 7.30am to 4.00pm, Friday 7.30am to 12.30pm Permanent, On-site
Report To	Production and Technical Manager
Location	Gateshead
Eligibility	Must live and be eligible to work in the UK

About the Company and Role

Select Control Systems Limited designs and manufactures electrical control panels and automation machinery for customers across the food process, utility and OEM sectors. Based in Gateshead and operating as part of the Fairley Gunn Group, SCS has built its reputation on reliability, technical quality and long-standing customer relationships. We support customers by keeping production moving, solving problems properly and maintaining high standards in the detail that matters.

Due to the way the business is developing, we are looking for a practical and organised Purchasing and Materials Coordinator to join the team. This is a hands-on coordination role covering purchasing, supplier chasing, stock and material records, equipment movement and accurate reporting, with some general admin support to production, QHSE and facilities when time allows. You will work closely with production and stores colleagues, and be the person our suppliers deal with day to day. You will play a key role in maintaining stock accuracy and supplier documentation, so a methodical approach and a good eye for detail matter as much as clear communication across departments.

To be successful, you will be organised, practical and confident managing a varied workload. You will take pride in accurate records, clear communication and keeping suppliers and colleagues properly informed.

In this role, you will:

- Place and track purchase orders for job materials, parts and consumables, negotiating price, quantity and delivery with suppliers
- Source and recommend suppliers for job-specific materials
- Chase and expedite supplier deliveries, keeping the business updated on shortages, delays and revised dates
- Maintain purchasing, stock and material allocation records, supporting stock accuracy through routine checks and discrepancy investigation
- Maintain records of equipment, tools, materials and parts moving in and out of the factory
- Liaise with stores and production colleagues to ensure material availability, stock issues and job allocations are clearly communicated
- Support dispatch administration when necessary, including customer contact and transport booking
- Keep purchasing and stock records accurate in the business management system
- Provide materials and stock information to support production planning
- Coordinate routine facilities and equipment maintenance bookings
- Provide general administrative support to production, QHSE and facilities where capacity allows

What we need from you

We are looking for someone with:

- Previous experience in purchasing, stock control or materials administration, ideally in a manufacturing or engineering environment
- Good working knowledge of Microsoft Office



- Experience using computerised purchasing or stock control systems
- Good organisational and time management skills, with the ability to manage a varied workload
- Good attention to detail, particularly with stock, supplier and delivery records
- Comfortable working in a hands-on manufacturing environment
- An understanding of confidentiality, UK GDPR and handling sensitive information appropriately
- Confident dealing directly with suppliers and colleagues across departments

What kind of person fits this role

You will suit this role if you are practical, organised and confident taking ownership of your work. You will be someone who spots what needs doing, keeps accurate records without needing to be chased, and communicates clearly across departments.

You will be approachable and professional, able to communicate well with suppliers, colleagues and managers. You will also be comfortable handling material issues, supplier queries and a varied day to day workload.

Why join us

This is a key role within a busy engineering business where materials keep production moving. You will have the opportunity to make a real impact by keeping purchasing, stock records and material coordination running smoothly, with the scope to shape the role as you grow into it.

Benefits

The successful applicant will benefit from:

- 34 days annual holiday including bank holidays
- A development and training plan tailored to your role and strengths
- Family friendly working conditions
- Salary £26,000 p.a. depending on experience

Applicants must currently reside in the UK and have the right to work in the UK.

Select Control Systems Limited is an equal opportunities employer and welcomes applications from all suitably qualified and experienced people regardless of gender, marital or civil partnership status, sexual orientation, colour, race, ethnic origin, religion, disability or age.

Select Control Systems is part of the Fairley Gunn Group and shares the Group vision:
To Champion & Support British Manufacturing.

Our core values are what set us apart and bring us together:
Frictionless | Dependability | Responsiveness | Simplicity | Relationships

To apply

Please send your CV and a covering letter outlining why you consider yourself suitable for the role, including any relevant skills, knowledge and experience, to careers@fairleygunngroup.com. A full job description is available electronically at <https://fairleygunngroup.com/careers>. No telephone calls please.

As part of the Fairley Gunn Group, you will join a business committed to long-term growth, technical quality, continuous improvement and supporting British manufacturing.

Recruitment Agency Notice - We are not accepting unsolicited CVs from suppliers we have not appointed in writing. We explicitly reserve the right to add candidate details from unsolicited CVs to our own candidate database and to pursue/hire such candidate(s) without any obligation, financial or otherwise, to the agency concerned.