

Job Title:	Purchasing and Materials Coordinator
Line Manager:	Production and Technical Manager
Purpose of Role:	Responsible for routine purchasing, expediting, material requisitions, stock and material records, equipment movement records and supporting QHSE administration across SCS. The role ensures materials, parts and consumables are ordered, tracked and visible to support production requirements. The postholder will work closely with production and stores colleagues to support stock accuracy, job material allocation, supplier documentation and delivery updates, while maintaining accurate records in the business management system. The postholder will also provide general administrative support to production, QHSE and facilities where capacity allows, without detracting from core purchasing and materials priorities.
Duties & Responsibilities	- Place and track routine purchase orders for job materials, parts and consumables, negotiating pricing, quantities and delivery timescales with suppliers. - Source and recommend suppliers for job-specific materials, with new suppliers or non-routine supplier choices approved in line with company purchasing controls. - Expedite supplier deliveries and provide timely updates on shortages, delays and revised delivery dates. - Maintain purchasing, stock and material allocation records, supporting stock accuracy through routine checks, discrepancy investigation and escalation of shortages, damages, incorrect parts or supplier issues where there is cost, quality, delivery or customer impact. - Maintain records of equipment, tools, materials and parts moving in and out of the factory, ensuring movements are traceable and allocated correctly. - Liaise with stores and production colleagues to ensure material availability, stock issues, delivery priorities and job allocations are clearly communicated. - Support dispatch administration when necessary, including customer contact, transport booking and delivery arrangements. - Accurately log purchasing and stock details in the business management system. - Provide materials, stock and delivery information to support production planning. - Coordinate routine facilities maintenance bookings and records as directed. - Provide general administrative support to production, QHSE and facilities where capacity allows, without detracting from purchasing and materials priorities. - Carry out duties in accordance with company management system requirements. - Inform line manager or directors of any issues they should be aware of.
Education & Qualifications Requirements:	- Previous experience in purchasing, buying, stores, stock control, goods-in or materials administration, ideally in a manufacturing or engineering environment. - Good IT literacy including MS Office, Word, Excel and Outlook. - Experience using computerised purchasing or stock control systems. - Understanding of UK GDPR and commercial confidentiality. - Good time management skills. - Good communication skills.
Underpinning Knowledge:	- Understanding of purchasing and supply chain processes. - Data entry and record keeping, ideally using Sage or a similar system. - Understanding of stock control and material requisition processes. - Awareness of manual handling requirements. - Able to prioritise deadlines and work across multiple tasks at a time. - Commercial awareness.

Required Competencies:				
SQEP Level	1 Supervised	2 Unsupervised	3 Practitioner	4 Expert
Supplier negotiation, sourcing and relationship management	☐	☐	☐	☐
Accurate numeracy skills	☐	☐	☐	☐
Awareness of manual handling requirements	☐	☐	☐	☐
Experienced in the use of computerised purchasing and stock control systems	☐	☐	☐	☐
Able to identify and log non-conformances	☐	☐	☐	☐
Understanding of UK GDPR and confidentiality in a business environment	☐	☐	☐	☐

Behavioural Attributes:	▪ Excellent interpersonal and communication skills. ▪ Able to prioritise own workload and work with minimal supervision. ▪ Self-motivated, flexible and trustworthy. ▪ Diligent with strong attention to detail. ▪ Takes pride in maintaining accurate records, clear communication and reliable working practices.
Medical Fitness:	▪ Ability to undertake occasional reasonable manual handling activities linked to materials, goods-in or dispatch support, subject to training, risk assessment and safe working procedures.
Decision Making Authority and Controls:	▪ Place routine material, parts and consumable purchase orders for stock, where the purchase is from an approved supplier, within agreed job or stock requirements, and in line with company purchasing controls. ▪ Source and recommend suppliers for job-specific materials, with new suppliers or non-routine supplier choices approved in line with company purchasing controls. ▪ Raise, report and resolve routine internal queries with relevant departments, escalating where required. ▪ Identify and coordinate routine facilities, equipment or service maintenance bookings as directed, escalating defects, compliance concerns or non-routine repair requirements promptly.

Job Description Approved By:	Name:	Signature:	Date:
Job Description Accepted By:	Name:	Signature:	Date: