

Role Function: Supply Chain Assistant
Reporting to: Supply Chain Manager
Location: On-site in Ulverston
Working hours: 37.5 hours Monday to Friday
Salary: £26,000-£28,000 pa
Contract: Permanent appointment
Start date: TBC

Company Background

Acrastyle Limited is an electrical engineering company which designs, manufactures and tests high-voltage substation protection and control equipment. Since 1962 we have earned a unique reputation for superior product quality, outstanding technical expertise and excellent customer service.

Role

An exciting opportunity has arisen within Acrastyle for a Supply Chain Assistant in our Supply Chain department.

Reporting to the Supply Chain Manager, the role involves a wide variety of duties related to procurement of goods and services, managing and maintaining stock items for the department working alongside Projects and Engineering.

The ideal candidate would be someone with good attention to detail who enjoys working as part of a team, and who can establish positive working relationships. We are willing to provide training to the right candidate.

This opportunity would suit someone who has a willingness to learn and has an interest in the manufacturing/engineering industry.

As an Equal Opportunities employer we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We have the right to close this vacancy early if a suitable applicant is appointed or a high volume of suitable applications is received.

Responsibilities include, but not limited to:

- Creating purchase orders using the ERP system
- Sourcing goods and liaising with suppliers to keep purchasing information up-to-date
- Receipt/inspection & processing of incoming goods
- Issuing of stock to production department
- Monitoring & replenishment of production stock
- Maintaining accurate stock data

- Processing production shortage requests
- Processing of production stock returns
- Allocation of stock to specific projects
- Liaise with all internal departments

Essential Skills

- Use of a stock management computer system
- IT literate- Microsoft Teams, Excel and Outlook
- Proficient in numeracy
- Communication skills
- Good attention to detail

Preferable skills

- Inventory management

In return, we can offer a competitive salary along with employee benefits:

- Additional holidays (32 days per year pro rata inc. bank holidays)
- Early finish on a Friday
- Long service awards
- Loyalty day bonuses
- Company sick pay scheme
- Enhanced maternity scheme
- On-site parking
- Company Mental Health First Aider
- Ongoing engagement activities
- Internal and external training opportunities
- Early Pay
- Perkbox