



VACANCY

Material Controller - Aberdeen

As Material Controller, you will assume a vital role in overseeing the handling of goods entering and leaving our building. Your responsibility is to ensure that all received and dispatched items are in impeccable condition and align with documentation requirements. Take the lead in instigating transformative change, elevating processes and boosting productivity.

Key Responsibilities //

- Manage the receipt and dispatch of goods, ensuring accuracy and compliance with paperwork.
- Utilise Microsoft Dynamics (NAV) for receiving and recording goods, including identification and quarantine of safety-critical parts.
- Organise and store certifications, reports and documentation, meeting purchase order requirements.
- Oversee outbound goods processes, adhering to NAV procedures and project specification for packing.
- Implement suitable packaging and preservation methods for dispatched goods.
- Monitor and maintain inventory, ensuring FIFO stock rotation and organising storage for easy access.
- To organise suitable storage locations, suitable labelling, repackaging by binning/palletising inventory to aid protection and ease access.
- Stock picking to fulfill sales orders and preparation of kits for production builds and distribute them to the appropriate department.
- Conduct yearly stock takes, and monthly spot checks, and report anomalies to the Production Manager.
- Identify and manage obsolete stock for scrapping or quarantine.
- Maintain warehouse through daily, weekly, and monthly scheduled tasks.
- Collaborate with health and safety representatives to improve workplace practices and address potential risks.
- Input sales orders into Microsoft Dynamics (NAV) as needed.
- Provide holiday cover for personnel in other departments.
- Carry out necessary facilities work.

Skills & Experience//

- Good organisational skills.
- Excellent written and verbal communication.
- Ability to work on multiple projects at one time.
- Ability to work under pressure and to deadlines.
- Good attention to detail and accuracy.
- Self-motivation.
- Ability to be a team player.
- Flexibility and dependability.
- Basic forklift licence.
- Clean driving licence.

Benefits//

- 35 Hour Week
- Flexible Working
- 9 Day Fortnight
- Company Pension
- Private Health Care

To apply, please send a copy of your CV to:
mike.berry@ik-worldwide.com