

MRP Controller – Job Description

HYDAC was founded in 1963 as an independent provider of hydraulic accessories and is today an internationally established group with over 8000 employees, 50 branch offices and 500 trade and service partners world-wide.

Principal Objective:

Purchase goods, materials and services to ensure that the company operational needs are met; taking into account price, quality and delivery and to ensure continuity of supply and best value is achieved for Hydac.

Main Duties:

- Purchase goods, materials, components or services in line with specified cost, quality and delivery targets
- Prepare and raise purchase orders and order schedules
- Support the purchasing function and other relevant departments, and communicate any supply problems which may impact on business operations
- Act as an interface between suppliers and other relevant departments on purchasing activities
- Ensure compliance to company guidelines, purchasing policies and procedures
- Monitor and advise on any issues which present risk or opportunity to the organisation
- Work closely with others in the procurement team and review opportunities for continuous improvement and business improvements
- Build, maintain and ensure that a professional and consistent approach is taken in relation to all suppliers
- Contact suppliers to resolve price, quality, delivery or invoice issues
- Liaise with suppliers by phone and email
- Arrange and manage the import of goods into the UK using sea, air and/or road freight
- Comply with EU and UK regulations and requirements regarding import documentation

Essential experience and attributes

- Able to build and maintain effective and productive relationships with staff, stakeholders and suppliers
- Good communication, interpersonal and influencing skills
- Analytical, numerically astute and demonstrates problem solving abilities
- Able to manage time effectively, prioritise tasks and achieve set targets
- Able to work well under pressure and stressful situations
- Keen attention to detail and accuracy
- Knowledge of customs regulations

Desirable education and attributes:

- Previous experience of working in a purchasing team, preferably within a manufacturing environment
- Good knowledge of purchasing and commercial understanding
- Experience of using SAP
- Chartered Institute of Procurement & Supply (CIPS) or studying towards CIPS qualification would be beneficial
- Experience of working closely with suppliers
- Able to add value, reduce costs and input to business improvements
- Computer literate, with advanced Excel skills/abilities

Management may, from time to time, require you to carry out tasks in addition to your normal duties, provided these tasks are both reasonable and within your capabilities

Location

The role will be based at our Witney 1 site.

If you are interested in applying for the above position please forward a covering letter and CV, including salary expectations, to recruitment@hydac.co.uk quoting the reference 'MRPC'.