

**Pay:** £30,000.00-£33,500.00 per year

**Job Description:**

Omega Plastics is recruiting a Materials and Scheduling Controller for our site on Bentall Business Park in Washington. The key responsibilities are:

- Receive and acknowledge customer purchase orders and schedules.
- Create works orders and incorporate into Production plan.
- Create relevant paperwork for each works order.
- Main point of contact for keeping customers updated on order progress.
- Procure sufficient materials and associated products to allow for orders to be completed within agreed timescales.
- Work closely with Planning and Warehouse/Logistics.
- Attend daily meetings to advise the team of order status, highlighting any issues.
- Support the Engineering team in procuring trial materials.
- Work closely with the Commercial team on pricing, order fulfilment and customer interactions.

You will report to our Head of Operations and will also work closely with the Production Team, Technical Support and other colleagues to deliver continuous improvement.

The role comes with a salary of between £30,000 and £33,500 per year (depending on qualifications, skills and experience), 25 days annual leave (plus bank/public holidays), Company Sick Pay, Company Pension Scheme, Death in Service, Employee Assistance Program, Cycle to Work scheme, free hot drinks and other benefits. It is a permanent, full-time role based at our site on Bentall Business Park.

All candidates must be currently eligible to live and work in the UK.

To apply for this role, please send a covering letter setting out why you are suitable for this role together with a CV setting out qualifications and experience.

A little bit about us...

The Omega Plastics Group comprises two businesses – Omega Plastics and Signal Plastics. We provide high quality plastic injection mould tooling, components, assembly and technical solutions on time and with exceptional customer service.

We assist customers from product conception through the development cycle and into serial production. Our flexibility and value-add approach means we can be a strategic partner to customers and strive to develop long-term relationships.

Omega Plastics operates across four main sectors: industrial and technical, consumer, automotive and medical. We specialise in low to high volume plastic

injection moulding using 13 injection moulding presses, ranging from 30 to 330 tonnes. In addition, we integrate plastic mouldings into more complex assemblies which we manage on behalf of our customers. We hold ISO 9001 and ISO 14001 certifications.

Our sister company, Signal Plastics specialises in high volume plastic injection moulding and assembly, with 15 injection moulding presses ranging from 40 to 1,300 tonnes, some with robot demoulding and packing capability. Our customers include some of the biggest names in the automotive and industrial and technical products sectors. We are based in a 43,500 sq. ft facility on Bentall Business Park in Washington.

The group has a workforce of over 90 colleagues across both businesses and we continue to invest in our people, infrastructure and facilities. Our people are key to the success of the business. We offer a competitive salary and benefits package and invest in the training and development of our colleagues.

Find out more about us here: <http://www.omegaplasticsgroup.co.uk/>  
Role and Person Specification – Materials and Scheduling Controller

Reports to: Head of Operations

Works with: Production, Tooling/Projects and Commercial Teams

Duties include:

- **Safety-First Environment** – Always work in a safe manner, maintain high standards of 6s and housekeeping, report all abnormal situations to line management using the abnormal situations procedure.
- **Scheduling and Purchase Orders** - Receive, process and acknowledge customer purchase orders and schedules. Liaise with planning and reviewing material requirements to ensure customer delivery dates can be achieved. Build relationships with customers and keep customers informed of the progress of orders. Update team at daily operations meetings of order progress highlighting any delays and recovery plans.
- **Scheduling and Purchase Orders** - Review customer schedules and buying patterns to ensure materials and bought-out items and associated packaging are effectively procured to enable manufacture and supply of product in line with agreed customer delivery dates. Challenge price on every PO and look for improved prices from alternative suppliers. Escalate immediately any delays or shortages.
- **Outbound deliveries** - Co-ordinate and control customer deliveries by working closely with the Warehouse & Logistics controller in line with customers' order/schedule requirements using either internal or external transportation. Provide the business with accurate reporting of Delivery Performance against customer requested and acknowledged dates.  
Ensure all transport costs are logged with

- **Cross functional Communication** - Discuss daily with commercial team any issues in achieving delivery deadlines and recovery plans. Advise the Commercial team of price changes relating to materials, packaging or any specific changes requested by the customer. Support the engineering team in obtaining trial materials and components.
- **BOMs and Part Numbers** - make sure accurate Part numbers and BOM details are entered onto Sage to allow for accurate consumption of materials and bought-in products through production.
- **Material Control** - work closely with planning and production to understand material usages and confirm that actual material consumption is recognised in the works order in order for stock systems to be updated and accurate.
- **Continuous Improvement** - work with fellow team members to challenge the status quo and suggest areas for improvement to increase efficiency or reduce waste. Challenge COPQ data and offer solutions.
- **Culture, Respect and Policy** – always work in line with the Group's 12 Guiding Principles and policies and procedures as set out in the Employee Handbook and various standard operating procedures.

#### The ideal candidate

We are looking for someone with the right experience, skills and attitude to join our team. These include:

- An experienced Materials and Scheduling Controller with 3-5 years' practical experience.
- A good understanding of safe working policies and practices and a track record of working in a safety conscious manner at all times.
- Experience using MRP systems
- Ability to identify and implement continuous improvement opportunities
- Excellent communication skills (both verbal and written), with the ability to communicate effectively and respectfully at all levels within the business
- Good organisational and time management skills in respect of own work and that of team
- A collaborative approach to delivery of an exceptional customer experience, working with colleagues across the business, customers and suppliers
- An effective MS Office (Excel, Word, PowerPoint) user
- Sage 200 experience
- Proactive, resilient and flexible with an ability to work under pressure and within time constraints

Job Type: Full-time

Benefits:

- Company pension
- Cycle to work scheme
- Free parking
- Life insurance
- Referral programme

Work Location: In person