

## Supply Chain Assistant

### Job description

Photek Ltd is a privately owned company located in East Sussex currently employing just over 60 people. Our core business is design and manufacture of specialised imaging detectors and systems covering a diverse range of industries from aerospace to biomedical. Applications for such detectors include the detection of single photons and ultrafast cameras capable of sub-nanosecond exposure times.

Photek Ltd. is part of Tibidabo Scientific Industries Ltd., a global leader of highly differentiated technologies in scientific and medical research, life sciences, agriculture, recycling, aerospace, defence and security, and industrial markets.

### Job Summary

- To assist in the smooth running of the Plant Supply Chain.
- Primarily to assist and provide cover for Scheduling, Warehouse, Purchasing and Shipping.
- The role requires close working relationships with; Scheduling, Warehouse, Purchasing, and other supervisors and production staff on a daily basis.

### Role-specific objectives

#### Scheduling

- Update weekly delivery schedules to particular customers, updating them on movements made on the schedule.
- Assisting on raising works orders, in the correct order the schedule is calling for.
- Keeping track of works orders, ensuring they're on track, and if late, report to the Plant Scheduler to support customer communications.
- Working with purchasing on PO's that we need imminently or are late.
- Filing all completed and closed works orders at the end of the week.
- Adding new orders that have gone live from the order book to the schedule.

#### Purchasing

- Place Purchase Orders on the MRP system with approved suppliers, including stock requests from the MRP report and miscellaneous requisitions.
- Progressing of any purchase orders, to ensure we receive an order acknowledgement or to confirm the delivery will be as agreed.

- To have knowledge of the RMA system and how we deal with returns to suppliers and their re-introduction back into stock.
- Assisting with Purchasing/Stock queries from other departments.
- Undertaking of Purchasing specific tasks as defined by the Material's Manager – as an example the building of a COSHH database/library of all substances used in the factory.
- To conduct a review of all consumable part numbers and how requests for restocking are received, reviewed and actioned.

### Warehouse

- Progressing of stock through QA (involving the paperwork and inputting on excel database) and non-QA stock to the relevant person/place.
- Kitting of works orders provided by planning department
- Raising of works orders and supplying the appropriate parts and next level works orders
- Logging of loaded tubes onto Sage system to gain and maintain traceability
- General admin duties including dealing with colleague enquiries regarding stock related issues/needs
- Releasing of packages to the relevant courier, ensuring the package is correct and ready to ship

### Shipping

- Support shipping functions including packing, picking lists, dispatch notes, Sage system updating, shipping agent contact and provision of relevant documentation to other departments
- Allocate, issue, complete and close Works Orders – allocate them to Sales Order number.
- Liaise with freight forwarders, couriers, customers, for collection of goods and ensure required documentation attached (including export licenses and certificates of conformity)
- Monitor & control packing materials inventories (seahorse case boxes and cartons and packing consumables) – update Sage for usage
- The role may include other reasonable duties or tasks that aid in the production of Photek products.

### Leadership

- Promote and uphold company performance standards and ideology (quality, continuous improvement, housekeeping & work ethic).
- Uphold and manage expected standards of behaviour and attitude in line with Company HR policies and procedures, particularly the Staff Code of Conduct, Promoting Dignity at Work, and the Disciplinary Policy and Procedure.

### **Staff Training & Development**

- Attend appropriate training identified through appraisal and supervision to show a commitment to continuous development and to ensure appropriate levels of skill and knowledge are maintained to ensure the Photek business plan is achieved.

### **Health & Safety and Quality standards**

- Promote & maintain awareness and compliance of H&S in accordance with best practice and legal requirements.
- Promote & maintain awareness and compliance of applicable international quality standards (ISO 9001 and ISO 14001).

### **Person Specification**

#### **Qualifications**

- Good level of education with a minimum of Maths and English at GCSE or equivalent experience. (Essential)
- Relevant experience of working in a fast paced production environment, working with various departments.(Essential)

#### **Knowledge**

- Good understanding of the English language both written and verbal. (Essential)
- Good attention to detail to accurately follow work instructions and documented procedures. (Essential)
- Good level of computer literacy (to include use of programs ie Excel / Word). (Essential)

### **Salary dependent on experience.**

Vacancy could close early should a suitable candidate be identified.

**Job Type:** Full-time

**Benefits:**

- Company pension
- Cycle to work scheme
- On-site parking

**Schedule:**

- Monday to Friday

**Ability to commute/relocate:**

- St Leonards-on-Sea TN38 9NS: reliably commute or plan to relocate before starting work (required)

**Work Location:** In person

**Reference ID:** Supply Chain Assistant.