

Material Scheduler/Planner – Southwick, Sunderland

The Role

An exciting new and exclusive opportunity has arisen for a Materials Scheduler/Planner based onsite at Clearly Drinks Ltd in Sunderland on a permanent, full time basis.

As Materials Scheduler/Planner you will be responsible for ensuring all planning, ordering and delivery of raw materials is done accurately and on time in line with latest production plans. To ensure all correspondence and communications with the business are carried in a timely and professional manner at all times. Become the go to person for your area of responsibility.

You will ideally have a background in material planning – preferably gained from within a manufacturing environment. If you believe you can thrive in this role and can play a real part in the growth of this company, click Apply Now.

Key Responsibilities:

The key responsibilities will include:

- Ensure continuous raw material supply to the site.
- You will ensure that all processes and procedures are followed, while also assisting with development and administration of Procurement Department Processes and Procedures.
- Maintaining min/max stock targets.
- Raising purchase orders for regular stock items and bespoke customer requests.
- Reviewing order confirmations and liaise with suppliers as required
- Dealing with international suppliers, demurrage agreements and customs.
- Investigate and report any stock inaccuracies.
- Regular review of stock.
- Support planning and Supply Chain.
- Regular analysis of materials.
- Maintenance of MRP parameters.
- Administration support.
- Daily supplier arrears reporting.
- Management of supplier delivery slots and any special transport needs.

The Company

Based in the North East, Clearly Drinks is a soft drinks manufacturer offering a range of our own brands alongside an industry leading contract bottling service. We draw crystal clear spring water directly on site which acts as a basis for fresh and fruity flavour combinations and carbonations. Originating in 1885, we have been bottling in the North East for over 130 years. Well known for many years as 'Villa Drinks' and a truly local North East business since its inception, Clearly Drinks has become one of the UK's leading specialist bottlers with well-loved brands including Perfectly Clear, Northumbria Spring, Revolution Waves and Upstream. At the heart of everything is our spring water drawn directly from a natural spring that flows below ground at our site.

The Benefits

- Life insurance

- Health cash plan
- Company events
- Company pension
- Employee discounts of Company product
- Employee referral scheme
- Employee of the month/year scheme
- Enhanced sick pay
- Employee Assistance Programme
- Cycle to work initiatives
- Long service awards
- Annual leave of 24 days plus your birthday off! Plus the bank holidays!!
- Volunteering leave
- Access to a Learning Management System
- Compassionate bereavement policy
- Holiday purchase scheme

The Person

The key skills and qualities of a successful Material Scheduler/Planner are:

- Proven communication skills with ability to flex styles to differing individual needs.
- You will ideally have a background within procurement or have relevant material planning experience - Ideally you will have gained your experience from within a manufacturing environment.
- Strong MRP skills are essential.
- Good literacy, numeracy, and high degree of computer literacy.
- Excellent organisational skills and knowledge of MS Office, particularly Excel.
- Ability to organise and manage multiple tasks effectively.
- Motivation to succeed both individually and working as part of a team.
- Continually work to improve working processes, on time deliveries and cost reductions in conjunction with other departments.
- Maintain data integrity and support finance, quality, and dispatch teams with day-to-day operations.
- Support other team members customers as required, liaise, and attend meetings with other departments to aid business and organisational development.

If you are keen on joining this exciting company, then please click the apply at

<https://clearlydrinkslimited.peoplehr.net/Pages/JobBoard/Opening.aspx?v=f95ae851-c43b-48ec-b1e5-de34fd7396df>