

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 10,000 employees, 50 branch offices and 500 trade and service partners world-wide.

We are currently looking for a part-time MRP Controller to join our Procurement Team.

Reporting to the Procurement Manager, the successful candidate will be responsible for purchasing goods, materials, and services to ensure that the company's operational needs are met; taking into account price, quality, and delivery and to ensure continuity of supply and best value is achieved for HYDAC.

Key Responsibilities:

- 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.
- Support 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.

Self-Management:

- Works in an ethical, professional, and accountable manner.
- Complies with the health, safety, and environmental policies.
- Engages and participates with others and has a collaborative approach to working together.
- Proactively contributes to the team.
- Actively committed to teams' development.

Skills 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.
- Keen attention to detail and accuracy.
- Knowledge of Customs Regulations.

Qualifications and Experience:

- Previous experience of working in a procurement 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/ability.

Hours of Work:

This is a part time role working 18 hours a week (days/hours of work are negotiable). Hybrid working available after training period.

Location:

The role will be based at our UK headquarters in Witney, Oxfordshire.

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.