



Material Scheduler

Join us in creating the most innovative underwater robotic technology for the harshest environments in the deepest oceans and most turbulent waters.

We lead the world with the most advanced engineering, electronics and software systems for pioneering electric underwater technology.

We don't just create products – we are revolutionising the underwater world!
So come and be part of an innovative and agile team that is dedicated to smart and inspired technology that is rapidly changing the future of underwater robotics.

Main Responsibilities

- This role is responsible for the end to end supply of material/good & services from placement of order to delivery of the material at QC passed status, ready for use by Production.
- Purchase all components/services required by the company in a professional manner.
- Run the overdue order report on a daily basis to chase any material/goods services that have not yet arrived or need booking in.
- Actively manage the reschedule messages in line with our Material Requirement Plan (MRP) requests. This includes de-expedite/expedite and cancellation messages.
- Run new purchase orders to place report daily from MRP and place the orders in line with the demand.
- Ensure Purchase Order dates placed and maintained in line with MRP and against agreed dates from the supplier.
- Actively progress the receipt of order acknowledgements for each order placed and process accordingly within MRP.
- Ensure all items are purchased at the optimum combination of quality, delivery and cost.
- Work with Engineering Dept. to overcome day to day technical problems with the supply of parts.
- Work with Quality Dept. to process and manage any rejected material in a timely manner to ensure that replacement parts or credit notes are received.
- Ensure that there are contractual terms and conditions in place with each supplier. If they do not exist, work with the relevant Strategic Buyer to ensure that they are put in place.
- Ensure that the calls off orders are monitored and actioned as appropriate.
- Ensure that supplier pricing and lead-times are maintained in MRP.

The role is based full-time on site at our Fareham premises, attracts a full benefit package and competitive salary.

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