

Job Title	Materials Expeditor
Accountable to	Materials Manager
Role	The role of the Materials Expeditor is to facilitate the smooth completion of housing module, bathroom pod and utility cupboard projects. You will ensure that every project has an adequate and timely flow of materials and equipment. A supply chain expeditor must be a well-organised individual able to multitask. You should possess great communication skills and ability to solve problems. Experience in project management will be very useful as well as knowledge of basic purchasing, MRP and familiarity with technical principles/drawings. The goal is to support the timely and cost-effective completion of client-led construction projects, working with suppliers and internal production and design teams.
Mandatory Responsibilities	• Adherence to all organisational policies, management systems and standard operating procedures, including legal responsibilities in relation to Health, safety, environmental and Quality • Work positively to develop and foster good working relationships in order to maintain a culture of mutual respect and dignity • Represent the company in a positive way as to avoid the damage of corporate image or bringing the company into disrepute • Promote and display the Volumetric core values

Key Responsibilities	• Determine supply needs through technical details and schedules • Manage the orders of material and equipment to meet project requirements • Coordinate the delivery of supplies according to scheduled priorities and specifications • Create accurate delivery schedule and liaise with suppliers and stores personnel • Resolve problems to enhance accuracy of deliveries and where necessary speed up delivery of orders • Ensure the correct quality and quantity of orders are validated on receipt • Monitor inventory levels of supplies for different projects • Arrange the movement of material between locations • Maintain good relationships with suppliers and vendors and internal colleagues • Keep accurate records • Experience of working to tight deadlines and changing priorities. • The ability to understand and interpret technical drawings/SOP's. • Experience working collaboratively in a team to achieve common goals. • The ability to take a methodical and systematic approach to your work. • Effective communication skills. • Ensure a high level of housekeeping is maintained at all times • Maintain polite and good communication with colleagues at all times • Any other task deemed reasonable by supervision/Management
Performance Measures	• Attendance • Efficiency in line with KPI'S • Development of skills and competence in line with the training plan
Personal Attributes	• Clean, neat and tidy approach to work • Punctual and adaptable • Ability to work on own initiative or as part of a larger team • Good polite manner • Motivated to learn and develop new skills • Attention to detail • Positive approach to the working environment • Driven approach to work • Self-assured with a persistent nature
Skills/Abilities	• Proven experience as expeditor or relevant position • Experience in computer-based scheduling systems such as MRP • Ability to understand technical specifications of material and equipment • Proficient in MS Office (especially Excel) and filing systems • Aptitude in problem-solving • Able to work well under pressure and use own initiative • Able to demonstrate excellent organisational skills

Employee signature, _____ Date_____

Line Manager Signature, _____ Date_____