

Position Title : Materials Coordinator
Location : Dungannon
Reporting to : Materials Manager

Reporting to the Materials Manager you will have responsibility for the planning and controlling of the resources necessary to ensure the smooth flow of materials throughout the production process

Main Duties & Responsibilities

- Supervising of a team of material handlers and forklift drivers
- Leading the team in achieving set targets in our 5's drive
- Managing a safe working environment and safe working practices
- Leading the team to Operate as the safest business unit within Terex with 100% compliance to the Terex safety plan
- Maintaining correct levels of material through Kanbans and associated systems
- Carrying out both daily and weekly cycle counts in order to achieve the set accuracy target
- Minimising work in progress (WIP) whilst ensuring production remains continuous
- Ensuring all materials are handled correctly to minimise possibility of damage and re-work

Experience and Qualifications

- Must have a good standard of education
- Be computer literate in Microsoft packages
- Must have experience working in a stores environment within manufacturing
- Previous supervisory experience gained within the demanding environment of a high volume manufacturing company would be advantageous though not essential
- You must be able to work on your own initiative with minimum supervision
- You must be committed to managing a safe working environment and safe working practices

The below would be desirable though not essential

- A working knowledge of Kanban processes
- A knowledge of the Oracle ERP system
- A knowledge of the workings of PFEP
- A knowledge of the 5's principals and procedures

Knowledge, Skills and Abilities:

- Self motivated and high energy
- Ability to work within a team
- Ability to work in an environment that is fluid with constantly changing priorities
- Action Orientation
- Excellent verbal and written skills
- Highest level of integrity, honesty and trust
- Perseverance

This above description is non-exhaustive and there may be additional duties in accordance with the role.

In order to apply for these positions a company application pack can be obtained by contacting Gillian McNeill via email on gillian.mcneill@terex.com or telephone 028 8771 8598.

Close date for all applications will be no later than 2.00pm on Friday 3rd February 2012.

Terex is an equal opportunity employer and appointments are based on merit. We value diversity and welcome applications from all sections of our community. A recent survey of the workforce within our Dungannon facility highlighted an under representation of employees from the Protestant community. We would therefore particularly welcome applications from this section of our community.



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