

SOANE

BRITAIN

Job Title: Manufacturing Materials Controller

Location: Thurmaston

Department: Manufacturing

Position Reports to: Manufacturing Co-Ordinator

Company Overview:

With an uncompromising commitment to British manufacturing, Soane Britain's mission is to design and make enduring and life-enhancing furniture, lighting, fabrics and wallpapers through collaborations with a network of the finest craftspeople in Britain. Soane combines responsibly sourced, high-quality materials and superb workmanship to ensure our designs endure for generations.

Our talented team is based in offices and workshops in Leicester and the West Country and showrooms in London and New York. For more information, please visit www.soane.com or join our social media platforms Pinterest and Instagram.

Purpose of the Position:

As Soane Britain continues to expand in Thurmaston, we are seeking a well-motivated individual to join our Manufacturing team. As a Manufacturing Materials Controller, your role will be instrumental in checking the quality of the client's leather and fabric received, reporting back any fault, booking the information on the CRM and arranging the carriage to the correct workshop. Alongside this, the role will be managing the manufacturing of our upholstered cushions for our rattan designs and gathered shades for our lighting designs with our 3rd party workshops, by processing new orders, checking all information and raising orders to the workshops in a timely and accurate manner. The position is hands-on, requiring substantial manual work and lifting.

This is a great role for someone looking for a long-term career with us. The right candidate will need to have excellent attention to detail, be flexible and have a can-do attitude.

Duties and Responsibilities:

- Ensure all relevant client paperwork is correct and updated on the system and logged within our secure server.
- Following the QC guidelines inspect the quality of client-supplied leather and fabric reporting any quality discrepancies.
- Check for correct amounts received, and ensure the details match the order.
- Coordinate the efficient delivery of materials to designated workshops, ensuring timely production schedules.
- Weekly updates to Order Managers and Sales Operations.
- Visit workshops to QC large quantities of leather when required.
- Process new 3rd party orders in a timely and accurate manner.
- Maintain clear and effective communication with internal teams and external suppliers to ensure smooth operations.
- Provide internal departments the accurate updates upon request.

Qualifications for the Position:

- Two years' experience in a similar role within a manufacturing, textile, or furnishings environment.
- Strong organisation skills and high level of attention to detail.
- An understanding of the quality control processes is desirable.
- A proactive attitude and the ability to work independently.
- Proficiency in CRM systems and Microsoft Office Suite

Hours of work: Monday – Thursday 8am-5pm, Friday 8am-1pm

For details of Soane's benefits, including long-term service benefits, please refer to the current Benefits Sheet.

Date: 02/02/2024

LONDON NEW YORK

www.SOANE.COM

COMPANY REGISTRATION N° 03360853 VAT N° 707 0475 49