

Job Title: **Manufacturing Stock Controller**

Location: **Pinfold Road, LE4 8AS**

Department: **Manufacturing**

Position Reports to: **Operations Manager**

Direct Reports: **N/A**

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:

The Manufacturing Stock Controller role will require a great deal of flexibility and a combination of workshop and office-based tasks at our Leicester site and throughout the UK as required. The purpose of the role will be to ensure a continuous supply of raw materials and components to meet the demand of our inhouse lighting workshop, using a combination of a stock control system and an Excel based Kanban system to maintain adequate stock on site for orders to be fulfilled, and report on stock outages. The role will also include all purchasing for made to order and stock items for all the Soane inhouse workshops.

The position will be integral to the smooth running of these orders by adequate stock levels of bulk purchased items and maintaining accurate order records made to order items.

The successful candidate will be expected to work alongside the Patination team to deliver outstanding designs to agreed QC specifications, on time and on budget.

Soane is committed to expanding its operations in Thurmaston. This role will offer the opportunity for the successful candidate to grow with the business and with a positive attitude will lead to more responsibilities, opportunities and professional challenges.

Due to the nature of the small team at Leicester the role will require a can-do attitude and the candidate must not be afraid to get stuck in with the task at hand, be enthusiastic and self-motivated. This role is suitable for someone with a keen eye for detail and the ability to achieve the excellent standards for which Soane Britain is well known.

Duties and Responsibilities:

- Raising and expediting purchase orders based on stock reorder levels
- Receiving deliveries from suppliers
- Managing and implementing the storage of materials and components on site
- Picking orders ready for manufacture
- Recording stock movement on the stock control system
- Ensuring components are delivered to the correct quantity and quality
- Conduct and report on monthly physical stock counts
- General office admin
- General Workshop housekeeping
- Occasional visits to workshop required

Qualifications for the Position:

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- Excellent time management skills
- Excellent problem solving skills
- Interest and existing knowledge of luxury furniture and lighting a bonus
- Ideally 3 years' experience in a similar role with excellent references.
- Educated to a high standard
- Excellent IT and Excel skills
- Full UK driving Licence
- Availability to travel throughout the UK

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

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