

Job Title: Manufacturing Materials Controller

Location: Thurmaston

Department: Manufacturing

Position Reports to: Workshop Manager

Direct Reports: None

### 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](http://www.soane.com) or join our social media platforms Pinterest and Instagram.

### Purpose of the Position:

Based at our Leicester workshop in Thurmaston, the Manufacturing Materials Controller plays a vital role in ensuring the quality and accuracy of materials used in our production.

Key tasks include checking incoming leather and fabric for damage or discrepancies, printing and managing documentation, updating systems and spreadsheets, and booking in and out daily deliveries. You will also coordinate the production of gathered shades and cream cards for our lighting designs with 3<sup>rd</sup> party workshops – processing new orders, checking documentation, and following up to ensure deadlines are met.

This role includes carrying out weekly and monthly stock checks in our upholstery workshop and placing replenishment orders. You will also maintain thread stock to match the client's selected fabrics and leather on an order-by-order basis.

The position is physical and hands-on, involving manual handling and working in a busy warehouse environment. Based near our manufacturing sites, championing sustainability, this is an excellent opportunity for someone seeking a long-term role within the company. Ongoing training and development provided.

### Duties and Responsibilities:

- Check incoming leather and fabric for damage, colour variation, and quantity discrepancies.
- Ensure all relevant client paperwork is accurate, logged, and uploaded to the system.
- Print and maintain order documentation for deliveries and production use.
- Book deliveries in and out accurately.
- Process new gathered shade and cream card orders for third-party workshops.
- Maintain regular communication with external workshops to manage deadlines and quality.
- Visit workshops to quality check large quantities of leather when required. Build and maintain strong working relationships with workshops.
- Carry out weekly and monthly material stock checks.
- Place replenishment orders as needed.
- Maintain thread stock and colour range to match clients' fabrics and leathers on a per-order basis.
- Provide weekly updates to the Order Managers and Sales Operations team.
- Respond promptly to internal update requests and queries.

**Qualifications for the Position:**

- Minimum two years' experience in a similar role.
- High levels of attention to detail.
- Strong organisational skills and ability to meet deadlines.
- Comfortable with manual work and working in a warehouse setting.
- An understanding of the quality control processes is desirable.
- Experience working with manufacturers is desirable.
- Strong overall computer skills essential.
- A positive, flexible attitude and willingness to support the team.

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

Date: 8<sup>th</sup> July 2025

Written By: HG