

Material Allocator / Operations Administrator

Darton, Barnsley

Your responsibilities

As the Material Allocator, you will be the thread that keeps the front end of operations running smoothly. You will ensure that all the material for orders coming through is allocated and pushed to the correct team to complete. Using our ERP system to manage day-to-day business activities such as purchase order processing, procurement, project management, compliance, and supply chain operations. The role also includes a number of operational admin activities which will involve dealing with suppliers and internal customers.

Your profile

Essential:

- Previous Operations Admin experience
- Good organisations skills
- Good communication skills
- Self-motivated, reliant, diligent, analytical and numerate.
- Ability to work effectively, under pressure to meet deadlines
- Competent with all Microsoft applications

Desirable:

- Understanding of stock management, material handling, storage and distribution.
- Experience in material specification/quality approvals
- Understanding of extended TK SAP process, such as raising transfers, ordering consumables, fixing errors etc

Your benefits with us

- Up to £20,000 per annum dependant on experience
- Mon-Thu 8am-4:30pm. Fridays 8am-1pm
- 25 days holiday + 8 bank holidays
- Advantageous pension scheme
- Employee high street vouchers & discounts
- Employee Assistance Programme
- Occupational health & health surveillance
- Service Awards
- Christmas savings scheme
- Permanent Health Insurance
- Advantageous bonus scheme
- Eye care vouchers
- Wellbeing events
- Recognition Portal
- Rewards Portal
- Company events
- Learning & Development opportunities
- Car Salary Exchange Scheme
- Company share schemes
- Christmas Closedown

This is us – your new employer

With around 480 locations in over 40 countries, thyssenkrupp Materials Services is the biggest materials distributor and service provider in the western world. The broad service spectrum offered by the materials experts enables customers to focus on their individual core business. The area of Materials Services spans two strategic areas: global

materials distribution as a one-stop-shop – from steel and stainless steel, tubes and pipes, nonferrous metals and specialty materials to plastics and raw materials – and tailored services in the areas of materials management and supply chain management. An extensive omnichannel architecture offers 250,000 customers worldwide cross-channel, round-the-clock access to more than 150,000 products and services. A highly efficient logistics system ensures that all requested services are smoothly integrated into customer production processes “just-in-time” or “just-in-sequence”.

We value diversity and therefore welcome all applications, irrespective of gender, nationality, ethnic and social background, religion and beliefs, disability, age, or sexual orientation and identity.

Please note that we reserve the right to remove this advert prior to the advertised expiry date, dependent on the level of response received. You are therefore advised to apply at your earliest convenience. Due to the volume of applications we receive, we are unable to supply individual feedback at the CV review stage.

thyssenkrupp Materials UK Careers

Please apply by sending your CV and the ref: 0054Ext to careers.tkmuk@thyssenkrupp-materials.com