



Progress Chaser

Salary starting at £22k per annum. Dependent on experience

An enthusiastic, and self-motivated person is required for a key role at **Morgan Motor Company Limited**.

The Company: Located in Malvern, West Midlands, Morgan Motor Company Limited is an innovative British sport car manufacturer; they have operated in a niche automotive sector since their launch in 1909.

- JOB TITLE** : **Progress Chaser**
- DEPT/SHOP** : Supply Chain
- REPORTING TO** : Supply Chain Director
- PURPOSE OF JOB** : To ensure purchase orders are delivered on time and shop floor requirements are met.

MAIN DUTIES

- To chase purchase orders in a professional manner.
- To ensure targets for on time delivery are met.
- Ensure production build is not compromised.
- Ensure stock levels are kept at required maximum or minimum.
- Support, and communicate fully with the Supply Chain Department, and other relevant departments with regard to quality and supply problems which may affect production.
- Contact suppliers to resolve price, quality, delivery or invoice problems.

OCCASIONAL DUTIES

- Stock taking.
- Represent the department at internal meetings.
- Flexibility is inherent to the role and it is expected that assistance with all duties in the department may be required from time to time.

KNOWLEDGE, SKILLS, TRAINING & EXPERIENCE REQUIRED

- Minimum of 2 years experience in relevant area.
- Previous experience of a manufacturing environment.
- Computer literate (Word, Excel minimum) with good keyboard skills.
- Good communication skills.
- Team player.

Terms & Benefits

- 37.5 hours per week (Monday to Friday)
- Salary £22k gross pa
- 33 days holiday per year
- Pension scheme (5% contribution from Morgan)
- Contributory Private Medical Insurance (BUPA)
- Subsidised workwear
- Cycle2work scheme
- Childcare vouchers
- Enhanced Paternity & Maternity benefits

Please send your CV or completed application form with covering letter to
sarah.baldwin@morgan-motor.co.uk

Closing date for applications Monday 23rd September 2019