

## **Planning and Purchasing Coordinator, Glassfibre Flagpoles Ltd and Pollite Ltd**

Glassfibre Flagpoles Ltd, manufactures flagpoles at its factory in Newton Aycliffe. We supply flags, flagpoles and other indoor and outdoor display products to a range of organisations, primarily in the UK. Our customers include the automotive sector, housebuilders, organisers of sports events, as well as private individuals, the historic buildings and government sectors.

Sister company, Pollite Ltd is one of the largest manufacturers of fibreglass masts in Europe with an international presence that spans across Europe, Asia, USA and the Middle East. Pollite Ltd manufactures a range of frangible structures for use in and around airfields and is one of the leaders in this global market. We work with a wide-ranging international client base and aim to offer consistently high levels of customer service.

### **The Job Specification**

The Planning and Production Coordinator will report into the Operations and Purchasing Manager. The role covers planning and purchasing activities and a flexible approach to duties will be required: -

#### **Planning**

- Production planning for the Pollite Factory.
- Fabrication Planning.
- Weekly stock reports to ensure MOQ (Minimum Order Quantity) of manufacture items are held in stock. Alongside physical stocks checked regularly on required products of flagpoles and steelwork. (Work with warehousing staff in Glassfibre Flagpoles Limited and manufacturing management in Pollite to ensure that stock balances shown in the system correctly reflect physical stock counts).
- Recording data on Sage for intercompany transactions (Flagpole Manufacture).

#### **Purchasing activities**

Support in buying materials and services for existing products for both Glassfibre Flagpoles Ltd and Pollite Ltd.

Other key activities will include: -

- Create and maintain BoMs (Bills of Material).
- Generate works orders and picking lists and close off works orders when jobs are complete.
- Expedite orders from suppliers.
- Process intercompany transactions, to deal with the substantial customer / supplier relationship between Glassfibre Flagpoles Limited and Pollite.
- Support Sales on cost of potential sales enquires.
- Forecasting Overseas Procurement

## **Flexibility**

There will be other activities identified that the individual will be expected to undertake.

## **Person Specification**

The ideal candidate would have a can-do attitude, with a planning background and excellent Excel knowledge. We need someone with experience of working in a busy Purchasing Department within a manufacturing environment.

The individual will have experience of working with an MRP-based purchasing system, ideally with Sage 200.

They will also be used to communicating with suppliers by telephone and email and confident in dealing clearly and professionally with them by all communication methods.

Ability to build strong, positive working relationships with suppliers and with internal staff.

Strong written English so that all instructions to suppliers can be clearly-communicated.

## **To Apply**

Please send your cv with a covering letter setting out your current remuneration to:  
Mrs Jemima Harrison e-mail [Jemima.Harrison@weareharrisons.com](mailto:Jemima.Harrison@weareharrisons.com)