



leadec

My mission. My team: Leadec.

For our **Coventry** Wheel and Tyre Operation we are seeking a:

CMMS Administrator

Your mission:

- Keep updated and accurate inventory records. Be the focal point for all stock transfers in and out including RFU's and manage the booking and rebooking process of stock. Ensure good external relationships are kept with all suppliers and develop cross functional relationships with internal stakeholders.
- **Support**, coordinate and undertake regular inventory audits. Ensure stock integrity between 3PL & WMS, and that correct stock levels are maintained within the site prior to arranged transfers, including packaging. Work closely with suppliers and supply chain to track deliveries and any delays, ensuring all are booked onto the internal and customer warehouse management systems.

Your profile:

- **Knowledge:** working knowledge of an inventory management system. Knowledge of the CMMS booking system would be advantageous.
- **Experience:** as a Stock / Inventory Controller or similar role with active participation in inventory audits.
- **Demonstrable skills:** possess strong analytical and data analysis capability with excellent organisational, communication and IT (Microsoft Office) skills, and the ability prioritise workload and meet deadlines. Work to a high level of attention to detail and understand the importance of team working and supporting others.
- **Personal attributes:** Confident, assertive, resilient, proactive and enthusiastic. Posses a flexible work ethic as may need to occasionally attend site at a weekend to carry out the inventory audit.
- **Languages:** Very good knowledge of English.

What we offer:

- Competitive Salary
- Company Pension scheme
- Life assurance
- 25 days leave plus bank holidays

About Leadec

As service specialist to the manufacturing industries we put our heart and soul into what we do. Our customers have been relying on us for almost 60 years now. Our expertise revolves around the factory of today and tomorrow: We plan, simulate, automate, install and commission. With our maintenance, technical cleaning, facility management and logistics services, we ensure in the background that our customers' production runs optimally. And how do we do that? We're people who get things done, problem solvers, allrounders and we're great at dealing with emergencies where necessary. But above all, we're here to help.

If you would like to register your interest in this position, please send your CV to:

Paula Reid
HR Advisor
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Leadec Limited

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