



Houghton International

Electro mechanical innovation

Recruitment Pack



Stores and Logistics Coordinator

Salary: £12.27 p/h (overtime available on request)

Contract Type: Permanent

Division: Electro Mechanical Services (EMS)

About Houghton International:

Houghton International improves the performance of electro mechanical assets around the world. We use our technical expertise to work with customers to solve their problems offering a high-quality repair and maintenance service for motors, generators, pumps and all electrical rotating equipment.

Within the business we have hundreds of years of knowledge and experience across a range of sectors including rail, industrial and power generation. We are innovative, flexible and responsive to customer's needs, continually exceeding industry standards and customer expectations. As the world continues to electrify and the demand for power rises, our products and services will become even more valuable and our business will continue to grow, we are working towards a target revenue of £20 million by 2020/21.

We recognise that people are our most important asset. We have a highly skilled team that successfully combines youth with experience and we invest in our people to be 'the best in the world at what we do'.

We employ for attitude and train for skill and our industry leading training programme is award winning. We aim to be the employer of choice for talented people across the whole of the North East, providing opportunities to develop and supporting our employees to achieve their goals. In return we expect commitment, a total focus on our customers' needs, flexibility to meet deadlines and dedication to our quality process.



OUR MISSION, VALUES AND PRINCIPLES

OUR MISSION

To be the best in the world at what we do

OUR CORE VALUES

 <p>We protect and develop our people to be the best</p>	 <p>We work as one team to deliver an exceptional customer experience</p>	 <p>We are open, honest and always act with integrity</p>	 <p>Innovation drives our business</p>
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OUR PRINCIPLES

 <ul style="list-style-type: none">Maintain a healthy and safe working environmentInvest in the development of our peopleShare success with the teamHire for attitude; train for skillTreat everyone with fairness and consistency	<ul style="list-style-type: none">Quality is everyone's responsibilityAlways understand what the customer wants; internal customer includedWe respect our colleagues and our working environment24/7 complete flexibility: we are always there when we are needed	<ul style="list-style-type: none">Admit when you are wrong and learn from itFocus on what is right; not who is rightCommunicate with customers, suppliers and colleagues on a timely basisWe make profit ethically and with integritySet transparent performance metrics	<ul style="list-style-type: none">Commit to continuous improvementQuestion the status quo – always ask whyEncourage creativityStrive for perfectionWe can solve any problem
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everyone matters

Are You:

- Confident, outgoing and enjoy a challenge
- Able to communicate with customers at all levels
- Organised, self-motivated and can work using your own initiative and prioritise workloads
- Interested in joining a dynamic business at a critical juncture of its growth journey

Would you like to be part of a team that?

- Is striving to be the best in the world at what we do
- Driving business growth and development of approx. 20% year on year
- Expanding into new sectors and markets globally
- Increasing market share year on year
- Develops innovative solutions and market leading products
- Has an industry leading, award winning, training and development programme
- Supports companies such as Rolls Royce, Siemens and ABB to develop cutting edge power generation technology
- Is highly skilled, and customer focused with innovation at its core
- Invests in apprentices and training across the business to support business growth and personal development.

If so, then read on to find out more about the Store and Logistics Coordinator role and how it supports our strategic business objectives.

Job purpose:

We have an opportunity for a Stores and Logistics Coordinator to join our Electro Mechanical Services Team. The successful candidate will be able to multi task in a fast-paced environment using their own initiative to organise the stock, deliver against the stock management procedures.

The role is key in ensuring our operations are supported with stock on time whilst maximising the efficiency of the store's operation. You will develop and maintain new and existing relationships with customers and suppliers whilst being flexible to achieve customer deadlines.

Stores and Logistics Controller duties and responsibilities:

Key responsibilities include:

- Raising and processing purchase orders and matching deliveries against purchase orders along with minimising any supplier invoice queries
- Maintain stores area to ensure effective stock control
- Maintain calibration records and ensure timely testing of machinery
- Receive goods in to stock, inspect deliveries, identifying and resolving issues with suppliers
- Accurately forecast and analyse stock against sales, ensuring the availability of materials in preparation for future production as well as work in progress
- Organise collections and deliveries of EMS department's products
- Retention and accurate recording of stock and materials within agreed levels
- Organisation and participation of regular stock takes and spot checks
- Co-ordinate consignment stock

- Problem solve and investigate stock queries and discrepancies, reporting findings to Head of EMS
- Take ownership for the ordering and ongoing administration of contracted work wear, accurately matching invoices against garments.
- Develop and maintain new and existing relationships with customers and suppliers
- Proactively identify and implement ongoing cost saving measures and working within budget
- Champion Houghton International and our Mission, Values and Principles as well as our Company and statutory policies and procedures

This is a varied role that requires you to have exceptional organisational skills, be self-motivated and work using your own initiative to prioritise workloads and achieve targets set.

Typical qualities of the successful candidate will include:

- Previous experience in a purchasing role
- Ability to find solutions and problem solve
- Ability to work within a budget
- Ability to work to tight deadlines
- Organised, detail orientated with the ability to multi-task effectively
- Excellent communication, negotiation and persuasion skills are key
- Microsoft Office and experience of purchasing systems

A full driving licence and industry experience would be advantageous.

Working Pattern Conditions:

Based at our head office in Newcastle upon Tyne. The standard working hours week is 8am to 4.30pm Monday to Friday and 8am to 3.30pm on a Friday.

Working at Houghton International

At Houghton International 'everyone matters' and in return for our employees' commitment and hard work everyone enjoys a range of benefits additional to their salary so that everyone can continue to share in the company's continuing growth and ongoing success.

As a Houghton International employee, you benefit from:

- Sharing Success Bonus Scheme
- Contributory pension scheme – above standard minimum
- Income protection insurance – to supplement SSP should you be unable to work
- Death in service insurance – 2 x annual salary to a beneficiary of your choice
- Training and personal development programme – Individual PDP plans
- Holiday buy/sell – option to buy or sell up to 5 days holiday for added flexibility
- Staff recognition and engagement – discretionary bonus and quarterly awards
- Health Assessments – ongoing surveillance to improve wellbeing
- Social events – opportunities to celebrate success as a team



Houghton International is a growing business, having grown 25% year on year for the past 3 years, that operates across a diverse range of sectors. Our employees have a wide range of skills including engineering, manufacturing, fitting, winding, operations support, administration and sales to support our customers and meet their delivery requirements.

Innovation is at the heart of our business and we have a genuine problem-solving approach to all aspects of delivery, working flexibly with customers to improve the performance of their machines and coming up with solutions to their issues.

Working alongside our skilled and experienced teams, some of whom have worked here for over 30 years, we offer valuable training and real progression opportunities combined with a varied and engaging work load in a safe and friendly environment.

Apply now to be part of an innovative and growing SME that values its employees and reinvests in the business to secure its long-term future, sharing its success as it grows.

Forward your CV to careers@houghton-international.com and tell us why you would like to be considered for this role.