

## Role Profile: Materials Controller

### Vacancy Description

Amiosec is an exciting and growing UK technology company with innovation, agility and state of the art technology at its core. We work in partnerships with UK government customers and commercial providers to deliver research, technology and products in the communications security sector.

This is a varied role supporting the expansion of the highly successful research and technology company at its secure facility in Tewkesbury. The successful applicant will be a self-motivated team player who is highly organised and efficient with a common sense and a flexible approach.

### Responsibilities include:

- Set up and manage a goods in / out process for all internal deliveries.
- Central point of contact for all deliveries for the business.
- Checking off and receipting orders onto the system.
- Maintain accurate account of all goods received, issued and dispatched.
- Reporting non arrivals to procurement.
- General office administration.

### Skills and Personal qualities required:

- Highly effective planning, coordination, and time management.
- Must be able to prioritise own workload and adapt to changing work priorities.
- Numerate and IT literate with good knowledge of MS Word and Excel.
- Excellent inter-personal and communication skills, both written and verbal.
- Highly efficient with an organised approach to work.
- Ability to work to strict deadlines with excellent attention to detail.
- A flexible approach and a willingness to learn new skills and adapt to change.
- A strong team player with excellent customer service skills.

**Note:** Due to the nature of our work, all candidates will be required to obtain and maintain an appropriate UK security clearance.

**The successful candidate will enjoy a highly varied and responsible role within an exciting, dynamic and expanding technology company and will be working as part of a friendly, motivated and professional team.**

