

## **Job Vacancy:**

# **Material and Quality Coordinator**

### **About us:**

Advanced Ltd have been designing and manufacturing life-saving products for over 20 years, protecting iconic buildings across the globe and the people within. Our team members are passionate, driven and up for a challenge.

We are a wholly owned subsidiary of Halma plc, a FTSE 100 listed company. Halma is “a market leader in specialist safety, health and environmental technologies” and has a purpose of ‘Growing a safer, cleaner, healthier future for everyone, every day’.

Our team members are passionate, driven and up for a challenge. If you have ambition to make a difference, then please read on.

### **The job:**

- Coordinate closely with departments to establish defined processes and procedures for the quality control of materials (i.e. goods inspection, out-going goods), flow of materials, etc.
- Conduct data analysis, and regular audits on material, stock discrepancies, shortages, and material quality issues.
- Lead continuous improvement activities to enhance material data collection, streamline material flow processes, improve stock visibility and traceability throughout manufacturing, and identify and implement opportunities for automation.
- Coordinate closely with departments to forecast material supply and ensure timely material availability.
- Monitor and maintain optimal inventory levels of raw materials and finished goods to support production schedules while minimizing shortages and excess stock.
- Coordinate the receiving, inspection and verification of all incoming materials to ensure quality, conformity and accuracy.
- Develop and implement incoming material inspection procedures and quality control measures to assess and improve supplier performance.
- Conduct regular stock audits to ensure inventory accuracy and adherence to FIFO (First-In, First-Out) principles.
- Collaborate closely with the supply chain and quality teams to align all material management activities with company policies, procedures and best practices.

### **About you:**

- Strong attention to detail and accuracy.
- Proven experience in stock control, inventory, supply chain, and warehouse management or a similar role within a manufacturing environment.
- Excellent communication skills.
- Experience in inventory management software or ERP, MRP, WMS systems (Epicor preferred)

but not essential).

- Project management experience (e.g. digital transportation projects, automation projects, etc.) (preferred but not essential).
- Trained in lean manufacturing / principles and continuous improvement methodologies (preferred but not essential).
- Minimum of HNC Level 4 Qualification (preferred but not essential).

### **Job location:**

- The Bridges, Balliol Business Park, Newcastle Upon Tyne NE12 8EW

### **To Apply**

If you're excited by this opportunity, we'd love to hear from you! Please tell us about

yourself by uploading your CV: [https://halma.wd3.myworkdayjobs.com/en-US/Halma/job/Advanced-Newcastle/Material-and-Quality-Coordinator\\_JR25\\_001203?hiringCompany=75705bdd576d10010b948371c5560000](https://halma.wd3.myworkdayjobs.com/en-US/Halma/job/Advanced-Newcastle/Material-and-Quality-Coordinator_JR25_001203?hiringCompany=75705bdd576d10010b948371c5560000)