



<b>Job Title (Vidrala Group)</b>	Materials Manager
<b>Job Title</b>	Materials Manager
<b>Organisational Unit</b>	Encirc
<b>Business Unit</b>	Planning
<b>Reporting to (Hierarchical)</b>	Head of S&OP and Materials Management
<b>Reporting to (Functional)</b>	Head of S&OP and Materials Management

### Main Purpose of Role

The Materials Manager is responsible for developing and executing the materials strategy to ensure the timely availability of packaging and ingredients in support of production requirements. This includes setting stocking policies, managing inventory levels, improving forecast accuracy, and leading the implementation of packaging changes and product setups. The role oversees a team of Packaging Coordinators, Material Planners and Specification Technologist ensuring operational efficiency, compliance, and strong customer and supplier collaboration.

### Key Accountabilities

- Create and implement the materials stock holding and call-off strategy to optimise inventory levels, support production availability, and drive OEE improvement.
- Manage inventory across all material categories, ensuring alignment with production plans while minimising obsolescence and excess stock.
- Lead the phase-in/phase-out process for packaging and materials related to new product introductions and product changes.
- Drive improvements in forecast accuracy by collaborating with planning colleagues and sales team.
- Ensure accurate and complete setup of new products and packaging changes, including vintage rollovers, label updates, and specification amendments.
- Maintain high data integrity within the MRP system, ensuring accurate lead times, order quantities, and material master data.
- Build and maintain strong relationships with suppliers, supporting their performance management through regular reviews and proactive issue resolution.
- Act as the escalation point for material shortages, delivery delays, and supplier non-conformances, driving resolution and continuous improvement.
- Lead and develop the materials team, fostering a culture aligned with the Encirc's values

### Knowledge, Skills and Experience

#### Business Knowledge

- Strong understanding of Encirc inventory management, goods in operation, change management, stocking strategies, supply planning principles.

#### Essential Functional / Technical Skills

- Proven experience in materials planning, packaging coordination, or supply chain management within FMCG or manufacturing.
- Proficiency in MRP/ERP systems.
- Knowledge of packaging materials and artwork processes.

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- Excellent leadership, communication, and stakeholder management skills.
- Ability to manage multiple priorities in a fast-paced, deadline-driven environment.
- Experience in supplier relationship management and continuous improvement initiatives.

#### Personal Attributes / Competencies

- Alignment with our company values:
  - Commitment to Customers
  - People Commitment & Development
  - Sustainability
  - Collaboration
  - High Performance
  - Innovation & Continuous Improvement
- Alignment with our company purpose:
  - Great People
  - Great Place
  - Great Future

#### Impact

#### Individual Contribution / KPIs

- Material availability hours
- Material inventory levels
- Right first time product setup %






#### Key Contacts

- Suppliers
- Operations
- Customers

#### Decision Making

(Outline the most important recommendations expected to be made for others to decide on)



Value	Leads Others
<b>Commitment to Customers</b> 	<ul style="list-style-type: none"> <li>➤ I listen and value input from stakeholders. I am a trusted advisor.</li> <li>➤ I consider big picture, I identify and communicate risks, challenges and opportunities.</li> <li>➤ I empower others, together we can meet the needs of customers and the organisation.</li> </ul>
<b>People Commitment and Development</b> 	<ul style="list-style-type: none"> <li>➤ I always provide open and honest feedback, team behaviours are values-based.</li> <li>➤ As a leader, my priority is the success of others, I achieve this by offering regular feedback and development opportunities.</li> <li>➤ I ensure all of my stakeholders feel safe, included and have an equal opportunity to contribute and succeed.</li> </ul>
<b>Sustainability</b> 	<ul style="list-style-type: none"> <li>➤ I ensure others is conscious of our impact on people and environment, people and safety remain top of my agenda.</li> <li>➤ I encourage others to embrace positive change.</li> <li>➤ I role model how to make sustainable choices, and sustainability conscious decisions.</li> </ul>
<b>High performance</b> 	<ul style="list-style-type: none"> <li>➤ My interactions with others are values driven and well planned. I ensure we reflect on lessons learned.</li> <li>➤ We are accountable for delivering against objectives or targets. I support others through coaching, development and regular feedback.</li> <li>➤ We face challenges head-on, as a team.</li> </ul>
<b>Collaboration</b> 	<ul style="list-style-type: none"> <li>➤ I adapt my style of communication to get the best out of others and actively seek out a diverse range of perspectives and ideas.</li> <li>➤ I champion equity, diversity, and inclusion. I challenge inappropriate language or behaviours consistently and respectfully.</li> <li>➤ I am comfortable with not being the expert, we play to our strengths.</li> </ul>
<b>Innovation and continuous improvement</b> 	<ul style="list-style-type: none"> <li>➤ I create an environment where it is safe to challenge and be curious.</li> <li>➤ We reflect on performance, I encourage celebration of our successes and always look for improvements.</li> <li>➤ I am open to change, I communicate the reasons for change, I am transparent about the challenges.</li> </ul>

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