

## **Materials & Planning Administrator**

Contract Type: Full Time / Permanent  
Reporting to: Manufacturing Manager

### **About the Digital Manufacturing Centre (DMC)**

Based at a state-of-art facilities in Silverstone at the heart of the UK motor racing community, the Digital Manufacturing Centre is a national leader in Additive Manufacturing (3D printing) for the motorsport, automotive, aerospace and defence sectors. We have an incredible customer list ranging from formula one teams, to hyper car manufacturers, defence & aerospace companies.

We are an engineering-led, production manufacturing solutions provider rather than the traditional 'rapid prototyping' perception of 3d printing. This means we make a real difference to our customers on their journey from traditional manufacturing to a digital manufacturing capability.

### **About the Role:**

This role is a key part of the manufacturing team which will involve building relationships with our customers & supplier base.

The role involves:

- Creating internal orders on our production software AMFG.
- The administration (updating) of production trackers.
- Liaising with internal departments on processes & lead times.
- Confirming delivery status with suppliers & customers, following up with phone calls.
- Request for quotes (RFQ's) from our suppliers
- Assisting / Co-ordination of site specific events

### **About you:**

You are outgoing, enthusiastic, reliable and with high levels of energy and a motivation to succeed which you will need to demonstrate during the interview process with evidence of your approach. You will be eager to make a difference, work withing teams and must be able to demonstrate attention to detail through written work and numerical accuracy.

### **Key Skills/Experience:**

- Accuracy with data input
- Full competent in MS Office (Excel, Word, Teams, PowerPoint)
- To understand the importance of KPI driven performances and the need to follow them
- To be able to work to tight deadlines within a dynamic/busy environment
- To take responsibility for your own actions and be fully open and honest
- A positive, flexible approach with a can do attitude

**Benefits:**

We have a goal to become a leader in advanced manufacturing globally, and we acknowledge that we are going to achieve that aim because of our people. We invest in our staff and offer a competitive salary and benefits package along with the opportunity to develop within the business:

- 25 days annual leave plus bank holidays
- Flexible working (around business needs)
- Modern facilities
- Pool table
- Company events
- Referral scheme

Please send your latest CV to: [careers@dmc-am.com](mailto:careers@dmc-am.com)

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