



Job Title:	Material Controller
Location:	Integrated Doorset Solutions Ltd, Concorde Way, Mansfield
Full Time/Part Time:	Full Time
Salary:	TBC
Date of Release:	Monday, 09 March 2026

Company Overview:

Established in 2015, the IDSL Group of companies has fast expanded to include three significant brands and currently enjoys a turnover of over £55m per annum.

One Group: Four Brands: Endless Possibilities

 <p>Integrated Doorset Solutions Ltd (IDSL)</p>	 <p>Fire Door Inspection Solutions Ltd (FDISUK)</p>	 <p>Hartland Fire Holdings Ltd (HFHL)</p>	 <p>Fire Doors Rite Ltd (FDR)</p>
<p>A leading manufacturer of performance doorsets, glazed screens and architectural ironmongery, producing high-quality frames, architrave and joinery. Integrated Doorsets blends craftsmanship with advanced manufacturing to deliver reliable, compliant products.</p>	<p>A service-focused specialist delivering fire-door inspections, maintenance, repairs, and replacements, ensuring ongoing compliance, safety, and trusted lifecycle performance across diverse sectors.</p>	<p>A specialist provider of fire-door inspections, maintenance, and compliance services for defence and public-sector environments, delivering assured safety, certified performance, and dependable long-term asset protection.</p>	<p>A specialist provider of fire-door inspections, maintenance, repairs and certified installations, supporting defence and commercial estates with rigorous compliance, trusted processes and fully traceable fire-safety assurance.</p>

The IDSL Group brings together specialist manufacturing and compliance businesses, Integrated Doorsets, FDISUK, Hartland Fire, and Fire Doors Rite, to deliver complete fire-door and passive-fire protection solutions. Through sustained investment, the Group operates three state-of-the-art manufacturing plants in the East Midlands, providing over 135,000 sq. ft of modern production space. These facilities feature advanced CNC machining, precision through-feed cutting, robotic surface coating, and the latest post-forming technology, enabling high-quality manufacture at scale with capacity exceeding 1,000 doorsets per week.

Integrated Doorsets supports major national and regional contractors across the UK and beyond, while FDISUK, Hartland Fire, and Fire Doors Rite deliver industry-leading inspection, maintenance, repair, installation, and compliance services across healthcare, education, residential, defence, and wider public-sector environments. Together they provide end-to-end lifecycle assurance backed by extensive fire-test evidence and trusted compliance processes.

The Group continues to grow responsibly, including the installation of over 2,300 solar panels as part of its PAS 2060-aligned carbon-reduction plan. Unified as a single-source provider of doorsets, ironmongery, and compliance services, our mission is simple: to deliver ultimate reliability through a culture of excellence.

Job Specification:

The Material Controller supports the Procurement Manager in the day-to-day running of the procurement function. This role is responsible for managing material availability, raising purchase orders, maintaining accurate data, and monitoring supplier performance for their allocated categories. The role contributes directly to operational continuity by ensuring raw materials or services are supplied on time, at the right quality, and at the correct cost.

They are expected to continuously develop their understanding of the materials, components, or service categories they manage, building technical knowledge and commercial awareness over time.

Material Management & Purchase Order Processing

- Always maintain awareness of the production flow and the operational impact of procurement decisions. Production must never be disrupted, and the role requires a commitment to ensuring the right materials or services are available at the right time, in the right place, and in the right condition.
- Raise and process purchase orders in line with approved requisitions, pricing agreements, and stock requirements.
- Monitor material availability daily and act quickly to resolve shortages or delays.
- Track open orders, confirm delivery dates with suppliers, and update system and stakeholders accordingly.
- Support stock planning by reviewing usage, lead times, minimum stock levels, and demand signals.
- Investigate and resolve delivery discrepancies, quantity issues, or quality concerns.

The role requires high attention to detail and accuracy when using Pegasus, Intec or ERP systems. Errors in coding, location selection, or pricing can directly impact financial accuracy, so the role demands strong discipline and a methodical approach to data entry.

This includes selecting the correct warehouse or delivery location when raising purchase orders, ensuring the right cost codes or job references are applied, and maintaining accurate data within the system.

Correct system usage is essential to ensure job costing, budgeting, and margin reporting remain transparent, reliable, and fully reflective of operational activity.

Category Support & Development

- Take responsibility for specific raw materials, components, or service categories as assigned by the Procurement Manager.
- Build a detailed understanding of category characteristics (specifications, lead times, production processes, pricing factors, risks).
- Keep up to date with market trends, supplier changes, and material cost drivers relevant to their categories and to effectively communicate opportunities or risks.
- Provide insights to the Procurement Manager on potential margin gains, such as alternative suppliers, specification changes, volume consolidation, or avoiding unnecessary premium services.
- Monitor category spend, supplier pricing, and usage patterns to highlight variances that may affect job margins or profitability
- Support proactive decision-making.

Supplier Coordination

- Maintain day-to-day communication with suppliers to ensure reliable and timely delivery.
- Follow up on overdue orders and escalate issues where necessary.
- Support supplier performance monitoring by collecting data on delivery accuracy, responsiveness, and quality.
- Assist in gathering information for supplier reviews or improvement plans.

Data Accuracy & System Administration

- Maintain accurate pricing, lead times, and supplier information within the procurement system/ERP.
- Ensure all procurement data is properly documented and retrievable for audit and compliance purposes.
- Support invoice matching by resolving PO/invoice discrepancies in coordination with finance.

Continuous Development & Improvement

- Proactively develop category knowledge, including raw material characteristics, manufacturing processes, service scopes, and industry standards (including any test evidence if applicable) - to provide more informed, confident, and proactive support to internal stakeholder.
- Participate in training, coaching, and development activities set by the Procurement Manager to enhance capability in areas that directly improve stakeholder service and responsiveness.
- Identify opportunities to improve processes that reduce errors, shorten lead times, and streamline workflows, helping internal teams receive smoother and more reliable procurement support.
- Develop broader procurement skills and commercial awareness to strengthen problem-solving, communication, and overall effectiveness when supporting operational, technical, finance, and logistics stakeholders.

Knowledge, Skills and Experience

Essential

- Experience in procurement, materials control, or supply chain (1–2 years preferred)
- Strong attention to detail and accuracy
- Good communication and stakeholder management skills
- Ability to prioritise tasks and manage multiple demands
- Basic understanding of procurement or inventory processes
- Confidence working with ERP systems and Microsoft Office (particularly Excel)
- Problem-solving mindset with willingness to learn

Desirable:

- Experience with IDSL systems
- Knowledge of raw materials, components, or services relevant to fire-door, doorset, integrated joinery manufacturing or ironmongery
- Analytical skills (e.g., spend analysis, usage tracking)
- Understanding of supplier performance metrics
- Awareness of ESG and ethical sourcing principles
- Knowledge of ISO 9001, ISO 14001, and chain-of-custody standards (FSC/PEFC).
- Studying towards CIPS or relevant industry specific qualifications, i.e. GAI Education or willingness to do so.

How to apply:

Email: recruitment@integrateddoorsets.com with a CV and optional Cover Letter

Closing Date: Friday, 20 March 2026



Integrated Doorset Solutions Limited is an equal opportunities employer and discrimination on the grounds of colour, sex, religion, race, ethnic origin, or sexual orientation is strictly forbidden.



Join our team and become part of an inclusive workplace that values and supports everyone. As a proud member of the Disability Confident scheme, we are committed to creating opportunities for talented individuals with disabilities. We strive to remove barriers and ensure all employees can achieve their full potential. Embrace this chance to contribute to a diverse and dynamic team that is dedicated to promoting equality and accessibility in the workplace.