



Posted: 19/07/2024

JOB VACANCY External	
Job Title	Buyer
Job Type	6/12 Month Fixed Term contract Maternity Cover
Hours of Work	37.5 hrs per week Monday - Thursday: 07:45am to 4:30pm with half hour break for lunch. Friday – 08:00 – 12:30
Salary	Dependant on Qualification / Experience - TBC
Reporting Direct To	Purchasing Manager
Department Head	Operations Director
POSITION OVERVIEW	
<p>To cover an assortment of Buying related activities as directed by management. To work efficiently and effectively on one's own or part of a team, ensuring quality internal and external customer service by maintaining accuracy and achieving targets.</p>	
MAIN TASKS AND KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • To purchase materials required for production • To purchase auxiliary non-stock items inc. stationary, shoes, boxes & bags. • To keep and maintain a technical database which keeps track of all regulatory questionnaires and documentation. • Follow established company policies and procedures as outlined in the employee handbook, ensuring safety standards are used which comply in full with all company policies. • Attend meetings as required • Gathering information required by internal customers • Dealing with supplier queries • Negotiating price adjustments • Sourcing new suppliers • Maintaining appropriate supplier relationships • To control Point of Sale Artwork. • To carry out any other duties as deemed necessary for which you have been trained or have the necessary experience. 	
SKILLS / ABILITIES	
<p>Competencies Required</p> <ul style="list-style-type: none"> ○ Good communication skills including Phone manner & Social interactions. ○ Minimum 2 years purchasing experience essential, ideally in a manufacturing discipline. ○ Previous MRP system experience. ○ Good Literacy skills. ○ Good numeracy skills. ○ Be able to work well under pressure and communicate effectively at all levels within the business. ○ Good time management skills. ○ Educated to 'A' level or equivalent standard. <p>Preferred</p> <ul style="list-style-type: none"> ○ Full UK Driving Licence beneficial. ○ CIPS qualified or currently studying towards. <p>Personal</p> <ul style="list-style-type: none"> ○ Flexible and Adaptable approach to working, Focused Attitude, Resilient and Enthusiastic. 	