



Job Description

Role: Purchasing Manager

Reporting To: Senior Manager: Materials & Production Control

Job Purpose:

To lead and develop the purchasing team, and to provide a full procurement facility in a timely manner.

Duties & Responsibilities:

- Daily management of a purchasing team.
- Purchase order first stage checking and approval, in accordance with company procedures.
- Management and implementation of Call off Orders, Pricing agreements and contracts.
- Management of supplier price negotiation.
- Achieve cost down/delivery requirements in accordance with defined production schedule.
- Supplier purchase analysis and development of key supplier partnerships.
- Management and implementation of materials stock analysis.
- Setting and implementing company standards/procedures for the purchasing department.
- Manufacturing and Engineering department liaison.

Essential Skills & Experience:

- Motivational leadership to encourage and achieve the best from the team.
- Self disciplined approach to achieving purchasing & materials objectives.
- Commercial awareness to achieve purchasing objectives.
- Disciplined and accurate approach to materials control.

Qualifications:

- Degree qualified, demonstrated experience, preferred within OEM environment.

Key Attributes:

- Strong written communication skills.
- Flexible manner to adopt new challenges and input from peers and colleagues.
- Self-driven for progressive and continued learning and development.
- Keen to accept responsibility and accountability.

