



JOB DESCRIPTION

Post Title: Purchasing Manager

Line Manager/Supervisor: Technical Director

Prime Objectives: To be responsible for the effective sourcing and procurement of a range of products by managing the Purchasing Team.

Key Result Areas:

Being commercially aware and driven to develop supplier relationships and lead negotiations.

Leading the Purchasing Team in a way that will help to develop efficient / best practice purchasing techniques.

Taking responsibility for the implementation and management of Supplier Contracts.

Reviewing credentials of potential new suppliers and ensuring suppliers are compliant with our requirements.

Identify cost reduction opportunities whilst ensuring the Purchasing Team are negotiating all terms and conditions to achieve best price and quality.

Identify potential problems and have the confidence to suggest and implement solutions.

Negotiating distributorships with suppliers.

Set goals and deadlines for the other members of the Purchasing Team.

Flexibility to meet the needs of the business

Key Attributes:

Problem Solver

Able to delegate

Good communicator (both face to face and by telephone)

Confidence to hold suppliers to account if necessary

Attention to detail and accuracy

Proficient IT skills – Microsoft Office (Word, Excel, Outlook etc.)

Organisation and time-management skills

Excellent interpersonal skills and ability to develop relationships at all levels

Desirable Attributes:

We are interested in receiving applications from professionally qualified (e.g. CIPS or relevant degree), experienced Purchasing Managers / Procurement Specialists within a technical manufacturing environment that have demonstrable experience of:

- The successful delivery of procurement expertise within a manufacturing / engineering / production environment.
- Excellent supplier relationship / negotiating skills and effective internal stakeholder management.
- Working within new product design projects and environments, including early supplier involvement.
- Excellent negotiation skills.
- Proven track record in developing new supply chain(s)

If you would like to apply, please send C.V. and covering letter to hr@staytite.com