

# United Kingdom Jobs Expertini®

## Buyer

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Company: Grafton Group plc

Location: Enfield

Category: business-and-financial-operations

We at TG Lynes is an inclusive business with a key focus on sustainability and environmental matters. We believe people are the centre of our successful business and we're looking for a role of a Buyer based at our office in Enfield. We are looking for someone with previous office experience and would consider applications from individuals who wish to work flexibly to fit with their personal circumstances.

As we believe in looking after all aspects of your health and wellbeing we offer an great Pension scheme where you can save up to 20% of your salary, Discounts or cash back at most major retailers, 23 days holidays and Simply Health which gives you free Dental, Glasses, etc up to set limits. We also offer a quarterly bonus and a Counsellor on site on a regular basis.

Main Responsibilities:

As a Buyer your duties will include but are not limited to:

Responsible for stock/inventory management

Cost saving by negotiating bulk orders and extra support

Operate the Demand and Supply Planning systems

Full Product Life Cycle management

\* Build strong working relationships with Suppliers

Manage supplier invoicing ensuring invoices are cleared on time and internal controls are adhered to

Ensure pricing and information accuracy in Resource Planning System

Prepare reports and updates as and when required

Assist sales team with enquiries and back to back orders

Assist with other functions in the Company as and when required

Personal Attributes:

The ability to prioritize and work to tight deadlines

Excellent attention to detail and high level of accuracy

Ability to be proactive and act on own initiative

\*Good communication and effective feedback skills

Ability to constructively challenge methods and suggest potential improvements

IT literate with strong spreadsheet knowledge

Knowledge, Expertise & Qualifications:

Essential

Experience in procurement role

\* You will be a competent user of Excel and other MS Office programmes, have numerical and written competence Desirable

Experience in Plumbing or Heating industries would be useful

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Generated on: 2024-04-27 by Expertini.Com