

Buyer

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Company: SF Recruitment

Location: Nottingham

Category: other-general

Buyer

Office based - Fridays at home

Kirkby-in-Ashfield

Monday to Friday 8-5

Temporary role - must be available immediately

The Procurement & Supply Chain division of SF Recruitment is currently recruiting for a Buyer to work for a well-established business in Kirkby in Ashfield. You will be required to manage day-day procurement requests, queries and issues and support the Procurement team as required.

Responsibilities

- Purchase goods, materials, components or services in line with specified cost, quality and delivery targets
- Liaise with Suppliers regarding deliveries
- Monitor and advise on any issues which present risk or opportunity to the organisation
- Prepare reports and updates as and when required
- Negotiate contracts, improve prices and terms of business with suppliers
- Prepare and raise purchase orders and order schedules

Candidate Expectation

- Previous Procurement/ Purchasing experience
- Immediately available or short notice
- Negotiating skills
- Analytical thinking
- Confident using MRP/ERP systems
- Attention to detail
- Organised

Please apply for further details.

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Cross References and Citations:

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