

Buyer

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Company: Solo Search Ltd

Location: Romanby

Category: computer-and-mathematical

Suitable for: Buyer, Procurement Officer, Purchasing Assistant, Assistant Buyer, Procurement Administrator or Administrator with buying, procurement or purchasing experience.

Location: Northallerton, North Yorkshire

Salary: Up to £35k

Please note that unfortunately, our client is unable to offer sponsorship

Our client is a successful business based in the North of England specialising in high end electronics. Due to continued growth, the company are looking to hire a Buyer to join their procurement department. This is a full-time and role office based, taking responsibility for the procurement of all goods and services for the business. The ideal Buyer will have a good commercial mind-set with strong decision-making ability.

Essential:

- * Min 2-year experience as Buyer/Assistant Buyer, Procurement Officer/Administrator or similar
- * Must have strong decision-making ability and commercial mindset
- * Experience of ordering via e-commerce websites / buying portals
- * Experience of ordering components from a Bill of Materials or similar
- * Experience of MRP / materials requirement planning software (ie Pegasus Operations or similar)
- * Good attention to detail
- * Competent in the use of Microsoft Excel

Responsibilities of the Buyer:

- * Supply accurate and competitive cost information from which customer quotations can be

prepared.

- * Liaise with Account Managers on specific needs and requirements of customers.
- * Liaise with Engineering to obtain solutions to obsolete parts, etc.
- * Efficient operation of purchasing processes in line with business requirements.
- * Specifically: - Run MRP, Identify sales order and job number on EQM, Identify optimal quantities to buy, Transfer sales order information onto job requirement report, View costing files and analyse quotations, including via AI, Identify parts to order, Log costings onto job report, Interrogate MRP (top level and in-depth, Stock allocation, Generate RFQ, Generate purchase order, Print/e-mail purchase order, Generate Farnell/RS/Mouser/Digikey web orders, Run and update OTIF report, Booking parts in on Operations
- * Close liaison with suppliers to ensure excellent relationships exist and that suppliers respond positively to doing business with the company.
- * Liaise with other members of the Procurement Team (Expediting, Goods Inwards, Stores) to ensure the timely provision of parts to the shop floor.
- * Ensure effective monitoring, reporting, audit and review of all suppliers' performance against the company's operational requirements, relevant legislation, quality and industry standards.
- * Work to achieve required key performance indicators as agreed with the Procurement Manager.
- * Maintenance of professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies as appropriate.
- * Contribute to ongoing Supplier development activities as appropriate.
- * Contribution to the wider team effort by accomplishing related results and providing appropriate support as needed.
- * Carry out other tasks as reasonably required by the Procurement Manager.

Full Job description is available on request

To apply: Please follow the online application process and upload your CV, in Word format

Please note: You must be eligible to work in the UK for your application to be considered (sorry, our client is unable to offer sponsorship). Due to large numbers of applications, unfortunately we cannot provide detailed feedback to everyone, however, if you wish to find out how your application is progressing please call or e-mail the office and someone will help you / get back to you.

Cross References and Citations:

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