

BUYER

JOB REF: 0553

Our client is a family run business in the engineering sector for over 30 years. They sell their product worldwide and are continuing to grow due to a huge demand for their product. They now wish to add a Buyer to their team in Dungannon.

Job Purpose

The purpose of this job is to ensure an efficient and cost-effective purchasing system to meet production requirements and maintain minimum stock levels. The successful candidate will be reporting to the Purchasing Manager.

Responsibilities:

- Implement a robust planning and purchasing system to ensure continuity of supply for production and stock requirements.
- Negotiate cost and delivery for all transactions to ensure best value.
- Maintain accurate bills of materials and respond to any changes to requirements.
- Ensure all purchase orders are recorded correctly, with receipt of goods logged to enable timely payment of invoices.
- Act as point of contact for the storeman to organise suitable stock of required components and timely replenishing of shortages.
- Build upon supplier relationships and improve supplier performance.
- Follow procedures for dealing with defective goods and services.
- Participate in stock takes and implement work processes to improve stock accuracy.
- Establish self as a valuable member of the Purchasing Team and contribute towards the team's objectives.
- Liaise with the sales and production teams to communicate timely information relevant to delivery of materials.
- Ensure supplier compliance with company Quality, Environmental and Health & Safety management arrangements.
- Provide information on procurement performance and progress to inform management's strategic planning.
- Optimise the use of electronic systems and communication to maximise efficiency.
- To assist in the development of a purchasing strategy and take the lead on assigned continuous improvement projects to achieve the company's growth plans.
- Any other duties, within reason and capability, as agreed with the Senior Managers.

Person Specification

- Good level of secondary education including passes at GCSE A – C in Maths and English.
- Proven commercial experience of working as a buyer - within local, national and international markets - in a manufacturing environment for at least 2 years.
- Excellent interpersonal and communication skills, both oral and written.
- Effective organisational, planning, negotiation and time management ability.
- Ability to proactively and independently achieve results.
- Participate as a team member.
- Proficient computer skills.
- Competent in the effective use of spreadsheets.
- Ability to achieve challenging objectives in a fast-paced environment.

Desirable:

- Post-secondary education in an engineering related discipline.
- Chartered Institute of Purchasing and Supply (CIPS) qualified.
- Experience in the quarrying/screening industry

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the link.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

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