

Buyer

Job Description / Person Specification (November 2021)

The nitty gritty of the role:

Reporting to	Logistics Manager
Normal Working hours	37hrs / week Mon – Thu 8hrs Fri - 5hrs
Remuneration	Range 25,000 – 29,000 /yr

Standard stuff:

Holiday	5 weeks + bank holidays + long service extra days
Pension Scheme	Auto Enrollment (5%+3% contributions)
Parking	Free parking on site
Perfect Attendance Bonus	Annual bonus for “perfect” attendance

Who are we looking for:

Candidates must have purchasing experience within the electronics manufacturing sector. This can be within distribution or contract manufacturing or OEM manufacturing.

The supply of electronic components has never been more critical. Over demand, Brexit, shipping and Covid related issues, have all conspired to make the supply of materials very challenging. Couple these challenges with our projected growth for the coming years means we need to bolster our team to help us manage the increased workload.

In addition to the daily buying of materials for our customers work, the role also includes managing the finer details of materials and logistics. For example, consumables, shortages, rejects and sourcing alternatives.

An eye for detail is essential when buying materials. The wrong item purchased can lead to all sorts of problems and delays. Working within our ISO9001 approved processes is key to our success. Systems and rules that we have developed over many years helps reduce errors and ensures we have proper approval for our buying.

Teamwork. While we are part of a larger group and benefit from central sourcing and global contracts, at Windsor we work as a small friendly team. You will work with our other Buyers and our Account Planners and Key Account Managers. Therefore, we are looking for candidates who share our values and ethos. Integrity, honesty and fairness are all words that describe how we work. We will want to see that you also have these values alongside a good sense of humour.

Who should apply:

Candidates will need to demonstrate:

- Behaviours and attitudes that meet the needs of our ethos
- Relevant supply chain experience
- Excellent grasp of written and spoken English to a high standard
- That you live locally – no more than 30 minutes commute to the factory

How to apply:

Either:

Email us at jobs.windsor@note-ems.com with the following attachments:

- a completed application form
- an up to date CV
- a specific covering letter making it clear why you are right for this position.

Or

use the online application form attaching your CV at [NOTE Windsor Job Application Form](#)

Closing date for applications is 10th December 2021