

# Purchasing Manager

## Job Description / Person Specification

Reporting to:	Managing Director
Remuneration:	£40K to £47K per annum <i>depending on experience</i> + key staff bonus
Normal Working hours:	37hrs / week Mon – Thu 08:00-16.30 (half hour lunch) Fri – 08:00-13:00 (no lunch)
<ul style="list-style-type: none"><li>• Holiday</li><li>• Pension Scheme</li><li>• Parking</li></ul>	5 weeks + bank holidays + long service extra days Auto Enrollment (5%+3% contributions) Free parking on site

## Job Role:

You will be part of the Senior Leadership Team reporting to the Managing Director.

You will be responsible for the buying team, Stores and Dispatch (currently 14 members). You and your team will be responsible for day-to-day activities. These include reviewing forecast levels of demand for components, managing stock levels to agreed targets, supporting sales activities with material quotations, placing orders as needed; checking and approving supplier invoices and overseeing supplier rejects and consigned stock.

Demand and supply are detailed in our computer stock system (QL) and accurate record keeping is required. You will have exceptional attention to detail and high levels of accuracy in your work as well as an analytical approach to problem solving. You should have strong leadership capabilities and have good knowledge of supply chain management. You should be able to identify opportunities for improvement to contribute to the overall success of our purchasing operations. Previous manufacturing or electronics supply chain experience is preferable, but not essential.

## Responsibilities:

- Develop future strategic purchasing objectives.
- Monitor forecast price and lead time trends and their impact on future activities.
- Ensure our suppliers are aware of our business objectives.
- Negotiate and agree contracts with suppliers.
- Monitor the quality of service provided by suppliers and subcontractors.
- You will build and maintain supplier relationships.
- Investigate inventory and supply errors in conjunction with Stores to help prevent future errors.
- Track metrics to help us achieve our KPI goals.
- Set up buffer stocks and contracts with Suppliers.
- Manage, train, and motivate your team.

## How to apply:

Either:

Email us at [jobs.windsor@note-ems.com](mailto:jobs.windsor@note-ems.com) with the following attachments:

- Completed application form
- Current CV
- Covering letter

Or

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