

**JOB SUMMARY:**

Due to continued growth, we are looking for a supply chain specialist, with a strong, solid background in engineering material purchasing and supply chain involvement to form an integral part of the current team at our state-of-the-art production facility.

**WHAT YOU'LL BE DOING:**

- Ensure current contract material requirements are purchased to the correct specification, at the most competitive prices, and are delivered on time.
- Approach negotiations with well thought out strategies to get the best outcome.
- Maintain and develop strategic relationships with key suppliers who are aligned to the company's needs.
- Identify new suppliers and which will benefit the company.
- Assist in the improvement of purchasing methods in an effort to drive down external spend.
- Become fully adept in the use of the operation of company ERP & SharePoint.
- Be fully competent in the reading of technical drawings and have the ability to extract quantities where required.
- Adopt a proactive approach to purchasing, maximise purchasing efficiency by gathering as much volume together as possible for the best deals available.
- Maintain and develop existing supplier contacts & ensure all opportunities are communicated to the suppliers offering best value. Seek out new suppliers as necessary.
- Ensure available department admin resource is used as much as possible to focus on delivering skilled element of role, ensuring that workload is managed effectively resulting in every available opportunity being taken.

**WHAT WE'RE LOOKING FOR:**

- Engineering based qualification preferred but not essential.
- CIPS qualified or working towards preferred but not essential.
- previous experience of ERP/SharePoint is preferred but not essential.
- 5 years previous experience in an engineering purchasing role, is preferred but not essential.
- High competency level in use of Microsoft Office (Excel, PowerPoint, Word, as a minimum).
- Full driving license required.
- Proven track record of controlling and reducing external spend whilst developing a robust supplier base.
- Ability to bring new ideas to purchasing activities.
- Fully conversant with modern purchasing techniques.
- Experience of purchasing bespoke, manufactured items.

**PAY AND SCHEDULE:**

Pay Range

£30,000 - £35,000 per annum

Schedule

Monday – Thursday: 08.00-17.00

Friday: 08.00-14.00

with half hour for lunch per day.

Holiday Entitlement – 28 days

(including bank holidays)

Absence bonus scheme

(after qualifying period)

**BENEFITS:**

- ✔ Flexible working options to suit school hours or other commitments
- ✔ Real opportunities for progression in operations, planning, or systems
- ✔ Training provided to get up to speed quickly
- ✔ On-site parking
- ✔ Referral scheme
- ✔ Paid overtime (where available)
- ✔ Employee referral bonus
- ✔ Discount schemes
- ✔ Service rewards

**READY TO  
APPLY?**

Scan the QR code below to apply today via our online careers portal.

