



## **BUYER**

### **JOB FUNCTION**

The buyer will be responsible for:

- Placing of all purchase orders for products used in the manufacturing of our product range using MRP software
- Order placement and scheduling for long lead time items in line with production forecasts
- Build, maintain and manage supplier relationships and keep up good communications
- Improve prices and terms of business with suppliers and review opportunities to make business savings
- Act as an interface between suppliers and other departments on purchasing processes and new projects
- Work closely with others in the procurement department and provide analysis on costs, new and existing and review cost reduction activities
- Monitor and advise on any issues which present risk or opportunity to the organisation
- Prepare reports and updates as and when required
- Contact suppliers to resolve price, quality or invoice issues

### **EXPERIENCE**

- At least two years' experience in a similar role

### **ESSENTIAL CRITERIA**

- Excellent IT skills, particularly in Microsoft Office (Excel and Outlook)
- Good communication skills
- Demonstrates initiative
- Planning and organisational skillset

**DESIRABLE CRITERIA**

- Working knowledge of 123 Insight manufacturing software
- Experience in a manufacturing environment

**APPLY**

- Email CV and cover letter to [andy@nugentengineering.com](mailto:andy@nugentengineering.com)
- Closing date: Friday 14<sup>th</sup> June 2019