

## **Purchasing Manager**

### **Job Description**

The primary function of the role is to manage the company's supplier portfolio & material cost base. Providing the organization with a cost-competitive supply solution from a cooperative & quality driven supplier base.

The Purchasing Manager will be responsible for managing the existing supplier base to deliver material in line with the company's order book on time and on budget. Will work with Engineering and PMD (Product Marketing and Development) group to develop and deliver new products in line with the company's roadmap on time and budget. This may include conducting quotations and evaluation of any necessary capital expenditure needed in its manufacture. Conducting benchmarking exercises and regular supplier assessment of existing and potential suppliers always striving for best value and service for the company.

Working closely with other operational departments to identify and mitigate any supply issue or constraint that could impact the components OTIF targets for customer satisfaction.

Constantly working to deliver cost downs on targeted products, components, supplier processes as well as other purchased opportunities. At all times abiding by the organization's ethics & codes of practice and sustainable sourcing objectives.

### **Reporting to**

Operations & Supply Chain Manager

### **Your Role**

- Report to the Operations & Supply Chain Manager.
- Work closely in collaboration with.....
  - Production Management to deliver customer orders in line with the companies OTIF targets.
  - Quality & compliance department to ensure quality and any required statutory compliance of the supplier base and the materials being sourced.
  - PMD department - NPD Engineering & Product Management & other departments to bring new products to market.
- Strives to capture the best value for the organisation, achieving & maintaining high quality at best value & maintaining high service to the customer.
- Abiding by the organizations code of ethics whilst ensuring supplier materials meet legislative compliance.
- Conduct specific cost down projects to find the best value for the organisation.
- Conduct negotiations & price review with suppliers & outside organisations.
- Conduct supplier audits, selections & quality reviews.
- Negotiate & monitor incoming freight & delivery contracts.



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- Monitor & report PPV (Purchase Price Variance) measured against the company's component price systems.
- Monitor & report vendor performance monthly.
- If required implement systems, KPI measures and other supplier management systems to deliver the above

### **Requirements of the Position**

Must have a background in purchasing, procurement & project buying for a manufacturing organisation. Have a good technical understanding of typical manufacturing processes such as extrusions, high pressure diecasting, plastic injection moulding, electronics, and electronics supply chain. Demonstrate a high level of ownership whilst working in a dynamic fast-moving team environment where work spans the boundaries with other departments and functions. Remain open minded and able to adapt to change and competing priorities on a day-to-day basis. Possess a tenacious mindset constantly striving for the best & most cost-effective outcomes to provide best value for the organization.

### **Desired Skills**

At least three years' experience in a purchasing management role in a manufacturing organisation.

Degree educated is desirable (MCIPS preferred).

Knowledge of lean manufacturing principles & tools.

Experience in purchasing & supplier management.

Experience of production, quality systems & able to interpret engineering drawings.

Experience in worldwide & European transport & incoming logistics

Experience in project management

Experienced in negotiation.

Please apply in writing to **Tracey Richardson** with covering letter explaining why you feel you are suitable for this role. Please apply by 13<sup>th</sup> October 2023

