



JOB DESCRIPTION

Purchasing Operative

Department: Operations

Reports to: Purchasing Manager

The Purchasing Operative will be responsible for the purchase of goods, materials, and components in line with specified cost, quality and delivery targets, they will also assist with ERP transactional activities as required by the business working closely with production and planning to meet delivery schedules.

ROLE DESCRIPTION:

- Monitor Purchasing requirements and process associated orders in a timely manner.
- Build and maintain good relationships with new and existing suppliers.
- Assess tenders and quotations from suppliers and negotiate agreements.
- Demonstrate and report cost savings on major spends.
- Schedule goods and services to meet production requirements.
- Monitor and process the closing of Jobs on ERP System (Epicor).
- Liaise with suppliers for timely deliveries and report any challenges immediately.
- Assist with sourcing of new suppliers, working closely with engineering and quality departments to evaluate suppliers and product for Quality, service and value.
- Stay current and up to date on any changes that may affect the supply and demand of required products and materials and advise key depts of any impact.
- Maintain and utilise approved Vendor List.
- Reporting on purchasing and planning metrics as assigned.
- Other associated purchasing / planning tasks as required by the business.

EXPERIENCE AND SKILL REQUIREMENTS:

- Must have at least 3+ years' experience in a purchasing environment
- Experience with working with an ERP system.
- Excellent commercial acumen, Strong ability to deal with suppliers.
- Must be a pro-active self-starter, with excellent attention to detail.
- Must demonstrate excellent communication and interpersonal skills.
- Must have a good/excellent knowledge of Microsoft packages (Excel, Word, Outlook) with Excel being of high priority.