

Cumberland Platforms Ltd

BUYER

Job Description

We are looking for a Buyer to control the day to day purchasing of parts and services to the business, whilst ensuring the supply of goods is managed effectively, efficiently and to the highest quality at the most economical cost.

Key Responsibilities:

- Manage the purchase and supply of all procured goods and services.
- Successfully manage a large international supplier base, negotiating improved supplier terms, quality of product/service and pricing.
- Conduct market research and report on movements in price and changes in terms being offered.
- Manage supplier relationships including quality and supply issues, improving supplier performance and building successful supply chain partnerships.
- Identify and assess new supplier options for current and upcoming purchasing requirements.
- Complete the internal supplier approval process to ensure that all suppliers meet the relevant business standards and all relevant certification and records are up to date
- Arrange and attend supplier meetings to analyse and discuss supplier performance, as well as gain knowledge of the full portfolio of products and services offered.
- Maintain regular communication with the Production Team to finalise and confirm the weekly production schedule based on customer requirements and available material stocks.
- Analyse internal purchasing processes and suggest improvements to ensure continuity of the department's performance.
- Track orders and ensure timely delivery.

Requirements and Skills:

- Knowledge of ERP Systems is a distinct advantage, e.g., Mie Trak
- Extensive understanding of purchasing within a manufacturing environment.
- Accomplished communication skills with experience discussing finances, budgets and costs.
- Proven history of successful supplier negotiation.
- Able to demonstrate continuous improvement through purchasing processes.
- First-rate time management and organisational skills with the ability to work to strict deadlines and under pressure.
- Educated to A Level or equivalent (HNC or higher is preferred)
- CIPS qualified (or studying CIPS)
- Strong IT skills with a working knowledge of Microsoft Office, Excel and Smartsheet's.
- Detailed knowledge of import/export documentation is advantageous.
- Fluency in French/Italian/German Languages is desirable but not essential.

Working Hours: Monday - Thursday 7.30am to 16.30pm and Friday 7.30am – 13.30pm (40 hours)

Benefits: Training, Pension Scheme, Free Parking, 20 days holiday plus BH, good local services/amenities, career progression opportunities and regular staff events.