

**PURCHASER
INFLITE THE JET CENTRE
STANSTED
ESSEX**

Inflite The Jet Centre have an exciting opportunity for a Purchaser to join their team based in Stansted, Essex.

Job Title: **Purchaser**

Location: Stansted, Essex

The Purchaser will be responsible for the efficient and effective operation of the Purchasing function under the guidance of the Purchasing Supervisor. The ability to multi task and work under pressure are essential requirements of this role.

Main Responsibilities:

- The day to day operation of the Purchasing function.
- Purchasing a wide range of aircraft parts, materials and related equipment in line with operational procedures and requirements and at the most competitive price.
- Timely placement of purchase orders and delivery of parts in line with operational requirements.
- Secure material delivery progress by chasing vendors and logistics providers in order to secure aircraft on-time delivery.
- Maintaining inventory levels within approved guidelines.
- Resolving and investigating supply chain errors and examining via root cause analysis.
- Creating and updating daily shortage reports.
- Continually improving purchasing methods in a bid to drive down external spend.
- Assisting in developing and implementing policies and procedures for Materials Purchasing and ensuring these are understood and adhered to.

- Identifying new suppliers including discount structures and volume rebates.
- Ensuring the highest level of service is provided and maintained for both internal and external customers.
- Providing clearance information to the responsible courier / freight forwarder for all imports, within regulations of Customs and Excise.
- Out of hours AOG support as and when required.
- Occasional weekend work support might be required.

- Perform any other duties within your capabilities as directed by the Company.

Skills and Experience Required:

Essential

- Demonstrable experience in a similar role in a purchasing environment
- Experience with logistics and import/export regulations is preferred.
- Computer literate with experience in ERP software and Microsoft Office
- Excellent organisational and communication skills
- Full Clean UK Driving Licence – due to location

Desirable

- Aviation experience; however not essential
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To submit your CV for this exciting **Purchasing** opportunity, please send your CV to HR@inflite.co.uk