

**JUNIOR BUYER
INFLITE ENGINEERING SERVICES
STANSTED
ESSEX**

Inflite Engineering have a great opportunity for an aspiring **Junior Buyer** based in Stansted, Essex.

Inflite Engineering Services Ltd are one of the UK's larger and most accomplished manufacturers of machined and fabricated detailed parts from most types of metals, hard and soft.

You will be required to manage all domestic purchasing so attention to detail is an essential requirement for this position. Part time hours will be considered for this role.

Main Responsibilities:

- Enter new purchase orders and products onto the MRP system
- Purchasing a wide range of items as requested
- Ensuring items are purchased at the most competitive price

Skills and Experience Required:

- Strong computer skills (Word, Excel, Internet)
- Excellent organisational and communication skills
- Strong negotiation skills
- Excellent attention to detail
- Able to communicate effectively at all levels
- Full driving licence is essential