

JOB DESCRIPTION

<p>JOB TITLE: Purchaser</p> <p>REPORTS TO: Purchasing Manager</p>	<p>DEPARTMENT: Purchasing</p> <p>LOCATION: H6 Stansted</p>
<p>JOB PURPOSE: The Purchaser will be responsible for buying of all materials in a timely and cost effective manner under the guidance of the Purchasing Manager. The ability to multi task and work under pressure are essential requirements of this role.</p>	
<p>MAIN RESPONSIBILITIES AND DUTIES:</p> <ul style="list-style-type: none"> • Purchasing a wide range of materials in line with production requirements • Timely placement of purchase orders and delivery of materials to ensure availability to production in line with production schedule • Maintaining inventory levels within approved guidelines • Resolving and investigating supply chain errors and examining via root cause analysis • Ensuring parts and materials are purchased at the most competitive price • Creating and updating daily shortage reports • Continually improving purchasing methods in a bid to drive down external spend • Identifying new suppliers including discount structures and volume rebates • Progress chasing • Ensuring the highest level of service is provided and maintained for both internal and external customers • Assisting to ensure stringent material control is in place to ensure company targets are met with regards to spend, Inventory levels, usage, scrap etc. • Perform any other duties within your capabilities as directed by the Company 	
<p>SKILLS AND EXPERIENCE</p> <p>ESSENTIAL</p> <ul style="list-style-type: none"> • Demonstrable experience in a similar role within a manufacturing environment • Experience within aerospace industry desirable but not essential • Computer literate with experience in ERP software and Microsoft Office. • Excellent organisational and communication skills • Full Clean UK Driving Licence – due to location 	