

# INFLITE THE JET CENTRE



<b>Job Title:</b> Purchaser	<b>Abbreviation:</b>
<b>Reports to:</b> Materials Manger	<b>Division/Department:</b> Purchasing
<b>Deputised by:</b>	<b>Location:</b> Stansted
<b>JOB PURPOSE</b>	
The Purchaser is to carry on purchase of aircraft parts, related materials and services to support on-time delivery of aircraft coming to maintenance at Inflite	
<b>ACCOUNTABILITY</b>	
The Purchaser is accountable for the efficient and effective operation of the Purchasing function under the guidance of the Purchasing Supervisor	
<b>MAIN RESPONSIBILITIES AND DUTIES</b>	
<ul style="list-style-type: none"><li>• The day to day operation of the Purchasing function.</li><li>• Purchasing a wide range of aircraft parts, materials and related equipment in line with operational procedures and requirements and at the most competitive price.</li><li>• Timely placement of purchase orders and delivery of parts in line with operational requirements.</li><li>• Secure material delivery progress by chasing vendors and logistics providers in order to secure aircraft on-time delivery.</li><li>• Maintaining inventory levels within approved guidelines.</li><li>• Resolving and investigating supply chain errors and examining via root cause analysis.</li><li>• Creating and updating daily shortage reports.</li><li>• Continually improving purchasing methods in a bid to drive down external spend.</li><li>• Assisting in developing and implementing policies and procedures for Materials Purchasing and ensuring these are understood and adhered to.</li><li>• Identifying new suppliers including discount structures and volume rebates.</li><li>• Ensuring the highest level of service is provided and maintained for both internal and external customers.</li><li>• Providing clearance information to the responsible courier / freight forwarder for all imports, within regulations of Customs and Excise.</li><li>• Out of hours AOG support as and when required.</li><li>• Occasional weekend work support might be required.</li><li>• Perform any other duties within your capabilities as directed by the Company</li></ul>	
<b>AUTHORITIES</b>	
<ul style="list-style-type: none"><li>• To place orders for material and services.</li><li>• To request assistance from other departments.</li><li>• To propose additional trainings and procedures updates</li></ul>	
<b>QUALIFICATIONS &amp; PREREQUISITES</b>	
<ul style="list-style-type: none"><li>• Demonstrable experience in a similar role in an aviation purchasing environment.</li><li>• Experience with logistics and import/export regulations is preferred.</li><li>• Computer literate with experience in ERP software and Microsoft Office.</li><li>• Excellent organisational and communication skills.</li><li>• Full Clean UK Driving Licence - due to location</li></ul>	

- Highly organised and able to prioritise work in a fast-paced environment.
- Maintain strict company and customer confidentiality.
- Attend and pass successfully all mandatory trainings & assessments according to the area of activity

### What We Offer:

- **Competitive Salary:** We recognise and reward your skills and expertise with a salary that reflects your contributions.
- **Generous Annual Leave:** Enjoy increasing annual leave entitlement as you grow with us.
- **Salary Exchange Pension Scheme:** Secure your financial future with our comprehensive pension plan.
- **Employee Assistance Programme:** Receive support for your mental and emotional well-being.
- **Life Assurance:** Gain peace of mind for yourself and your loved ones with our life assurance coverage (subject to scheme rules).
- **Employee Cash Plan:** Access financial assistance for health and well-being-related expenses.
- **Enhanced Maternity and Paternity Schemes:** We support you and your growing family during significant life milestones.
- **Professional Growth and Development:** Access continuous opportunities to enhance your skills and advance your career.
- **State-of-the-Art Equipment and Technology:** Work with cutting-edge tools and technologies.
- **Ongoing Training and Certification Programmes:** Stay up-to-date with the latest industry standards and practices.
- **Career Advancement Opportunities:** Clear paths for progression within our dynamic organisation.