

Job description

Broad Function:

- General Purchasing duties: cost analysis, raising purchase orders, running the ERP
- Researching new vendors.
- Tracking deliveries and updating records (e.g. dates, invoices and discounts.)
- Dealing with our Supply Chain
- Translating cost analyses
- Making cost effective purchases
- Maintaining inventory

Key responsibilities and accountabilities:

- Monitoring stock levels and identify purchasing needs
- Researching potential vendors
- Tracking orders and ensure timely delivery
- Updating internal databases with order details (dates, vendors, quantities, discounts)
- Conducting market research to identify pricing trends
- Evaluating offers from vendors and negotiate better prices
- Preparing and presenting cost analyses
- Maintaining up-to-date records of invoices and contracts
- Following-up with suppliers, to confirm or change orders
- Liaising with warehouse staff to ensure all products arrive in good condition (Quality checks)
- Updating the team about any delays or problems with suppliers
- Negotiating contracts with suppliers
- Maintaining records of supplier contracts
- Maintaining strong relationships with vendors

Accountability

To the Purchasing manager and ultimately to the Chief Operating Officer

Key skills

Organised

Works well under pressure to specific deadlines

Effective communicator

Can use Microsoft Office and is competent in basic IT skills

Works well in a team

Effective time management

Willing to take on managerial tasks and develop leadership skills

Willing to learn about medical devices

Opportunities

After 6-12 months in post, if the candidate is interested, there are opportunities to take the CIPS course (level 1-4) which is sponsored by the Company. This is subject to successful completion of a probation period and to signing a learning agreement.