

Job Responsibilities:

Managing daily purchasing activities, supervising staff, and allocating tasks

Coordinating inventory to determine and manage stock levels

Ensuring that all procured items meet the required quality standards and specifications

Preparing cost estimates and managing budgets

Training new employees

Checks inventory, tracks how inventory is used, and adjusts purchasing habits in accordance with production forecasts

Liaising with the Contracts Department to ensure the business needs are met

Developing and implementing purchasing strategies

Provide leadership to staff, Continuing Professional Development, looking after their training needs

Skills and Competences:

- Negotiation and problem-solving
- Competent/Experienced in Microsoft Office software, including Word, Excel, PowerPoint, SharePoint
- Ability to hit targets and achieve goals within given parameters
- Exceptional organisation and communication skills
- Ability to perform under pressure
- Ability to maintain strict confidentiality
- Ability to prioritise effectively
- Effective time management skills
- Positive Attitude, reliable and dependable
- Experience as a purchasing manager
- Deep knowledge of inventory and supply chain management
- Leadership and Management experience
- Ability to plan and develop strategy in line with business needs
- Understand principles of sea freight.

Essential:

Chartered Institute of Purchasing and Supply Level 4

Work Remotely

- No

Job Types: Full-time, Permanent

Salary: £50,000.00-£65,000.00 per year

Benefits:

- Company pension
- Cycle to work scheme

- On-site parking

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- Purchasing: 5 years (preferred)