

Expanding Electronics manufacturer in Torbay is seeking to appoint an additional member for the components buying team. Working closely with both the finance and project management teams you will need to ensure that the critical components are kept at the right inventory level and sourced at the best available price. You will work in a positive, dynamic environment with wide ranging responsibility for administration, statutory requirements, quality, communication and cost control.

Main Purpose:

- * To ensure all material required for assigned project schedule are delivered on time and are the correct part for the build.
- * To ensure the right levels of inventory are on site and recorded.
- * To interface with suppliers on Non-conformance issues.
- * To work alongside Project/Programme Manager.
- * To interface with accounts on supplier payment issues.
- * To negotiate and obtain the lowest price available on all components purchased.
- * To ensure all components are ordered in line with build plan.
- * To ensure excess & obsolete components are reported promptly to reduce excess/incorrect inventory.
- * Respond to schedule changes pro-actively to avoid unnecessary inventory being delivered outside
- * of requirement.

Main responsibilities and Activities:

1. Administration/Record keeping.

- * To ensure all records of purchase orders, quotations and acknowledgements are filed appropriately.
- * To ensure all necessary fields are completed/updated on Sage when raising a purchase order.
- * To run regular MRP and Shortage reports to action what is required with inventory, order raising, delays
- * or expedites.
- * Ensure regular stock counts are maintained and Sage stock is amended to reflect this. Investigations
- * carried out on missing stock and processes put in place to prevent re-occurrence.
- * To perform a clean to build report before a new build commences.

2. Company statutory requirements

- * To comply with all Health & safety measures that are in place.
- * To comply with all company policies & procedures.

3. Quality and standards

- * To keep accurate records.
- * To promote a positive, professional approach at all times to fellow colleagues and visitors.
- * To complete all CIO's published, (this includes stating the total value of material being added to a BOM
- * and also the total cost of removing these components from the BOM)
- * Ensure all documentation adheres to ISO 9001:2008 standard.
- *

4. Communication

- * To be a reliable interface between the Production Managers and Project/Programme Managers.
- * Ensure regular updates with Project/Programme Managers on material changes and clean to build status
- * for production.
- * To interface with suppliers/customers.
- * Share with the team any "best practices".

5. Personal Presentation

- * To ensure a positive, willing and professional attitude is demonstrated at all times.
- * To actively seek to develop knowledge and personal development.

6. Cost control

- * To regularly perform a bench marking exercise of our most commonly used suppliers to ensure prices
- * remain the same.
- * To always aim to beat the standard cost of components.

ABBREVIATIONS.

CIO Change instigation order.
BOM Bill of materials
MRP Material requirement planning.