



ELECTRONICS PURCHASER ***(6 MONTH FIXED TERM)***

Department: Operations (Supply Chain)
Reporting to: Neil Thompson (Head of Supply Chain)
Salary: £35–40,000 p/a (FTE)

OVERVIEW

Responsible for the development of a strong stable supplier base for electronic components, taking pro-active steps to ensure multiple sources of supply where required and monitoring the electronics component supply market and associated parts.

This will involve purchasing from approved suppliers as well as sourcing and negotiating with potential new suppliers along with the electronic management of departmental documentation.

Implementing measures that will reasonably reduce the risk in the supply chain, while also reducing inventory costs and supply chain wherever practical, using suppliers who best enable the company to meet its delivery and quality commitments to customers.

WHAT YOU'LL BE DOING:

- Establish a coherent purchasing strategy for electronic components for new products, together with mainstay production parts purchased by the company, ensuring new and existing designs have multiple manufacturers approved, checking lifecycle and component lead times.
- Develop and manage the database of key information e.g. prices, costs, materials and currencies etc. to enable an intelligent and proactive response to changing market conditions.
- Support engineering change requests to ensure latest designs are implemented without delay.
- Negotiate commercial terms and drive commercial improvements.
- Manage one-off suppliers and adversarial relationships.
- Identify and drive process improvements
- Carry out competitive tenders and manage small to medium sourcing projects
- Establish and maintain effective relationships with key suppliers.
- To conduct negotiations with suppliers in order to achieve the best commercial terms for the company.
- To assist in identifying areas of risk in the material supply chain, such as with single sourced components, and to suggest and drive action to mitigate that risk.
- Facilitate the creation of new parts, phase out of old parts and maintenance through PPAP process, and ECO process.
- Challenge resolution of minor commercial disputes price increases (invoice queries, delivery terms, payment



- terms etc.).
 - New supplier creation, transition and support.
 - Price change implementation, system maintenance.
 - Purchase order approval to agreed level.
 - Maintain risk register.
 - Control of system data within the supply chain function.
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WHAT YOU'LL NEED:

- CIPS membership or equivalent or qualified by experience.
 - Experience in a purchasing / supply chain role.
 - Experience within an electronics manufacturing environment with working knowledge of the electronics distribution market.
 - Good level of commercial acumen.
 - Experience of manufacturing processes.
 - Excellent verbal and written communication skills both up and down the supply chain.
 - The ability to communicate clearly, concisely, confidently and effectively at all levels.
 - Strong negotiating skills and the ability to build close business relationships.
 - Excellent numerical skills excel intermediate/advanced.
 - Must be a good team player but self-motivated and able to see the 'bigger' picture.
 - Must have a creative but methodical approach to problem solving, and have a proactive approach to all aspects of the work.
 - Possess focus and motivation to get things done, whilst having the diplomacy to enable all to feel good about what has been achieved.
 - Ability to be flexible to meet the changing needs of the business
 - A self-starter with the ability to work independently and effectively on specific projects.
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DESIRABLE:

- Engineering/Production experience, the ability to understand process and drawings in a manufacturing environment preferred.
- Experience of MRP systems useful.
- Experience of purchasing tooling and other customised capital equipment beneficial.
- Global logistics experience, including foreign currency transactions, together with involvement with, import / export arrangements.
- Ability to comprehend and communicate technical data for mechanical and electronic parts.



COMPANY VALUES:

- 1. Safety**
It's important to our customers and our employees. It's why we're in business.
- 2. People**
Where talented people are empowered and inspired to contribute, grow and thrive.
- 3. Innovation**
We like to lead, shape the market and challenge the norm.
- 4. Responsibility**
Success on any major scale requires us to accept responsibility. We embrace responsibility and take ownership in all that we do.
- 5. Integrity**
Always honest, open, ethical, and fair. People trust us to stick to our word.
- 6. Teamwork**
Close collaboration is vital to success at all levels. Teamwork stands as one of our highest priority.

COMPETENCIES:

1. Commercial Awareness
2. Influencing
3. Negotiation
4. Creativity
5. Information Gathering
6. Analytical Thinking