

Purchasing Manager

Head Office, Bolton

High Level Spec:

- Competitive salary commensurate with experience.
- 32 days annual leave including Bank Holidays.
- Direct reports: 1 Purchasing Administrator.
- Basic hours 8.30am – 5pm Monday to Thursday, 8.30am – 2.30pm Friday (37½ hours) per week.

Duties and Responsibilities:

- Responsible for the procurement and supply of raw materials and services within the Company including setting, planning, organising and executing the Purchasing strategy, incorporating best commercial practice whilst adhering to agreed spending controls.
- Lead, manage and motivate the Purchasing Team whilst at the same time setting and monitoring individual targets. Delegate to team members to enable focus to be given to future Purchasing Policy and review Promote and demonstrate the Company's products, associated products and services.
- Manage and oversee the Purchasing Team's management of suppliers, relationships, and service level agreements.
- Together with Research & Design, reduce process costs through re-design/ rationalisation and by making best use of technology/innovative contractual arrangements.
- Work alongside the Finance Team to review and maintain all input costs within area of responsibility.
- Effectively and proactively liaise with other Departments as necessary to forecast, plan and deliver demand in relevant quality and quantities in required timeframe.
- Recommend to the Sales Team, the introduction of new factored products, presenting high margin opportunities for business growth and development within the retail outlets.
- Responsible for the negotiating, administrating and controlling purchasing contracts.
- Control supplier payment terms by negotiation and clear management.
- Responsible for make or buy policy analysis and presentation of clear recommendations to the Managing Director.
- Responsible for cost saving budgeting and targeting – to monitor and prove drop-through.
- Responsible for administration and reporting as necessary with regard to routing management information on purchasing performance.
- Control outsourcing strategy/development /management if required.
- Responsible for stock and materials management via the ERP System (Syspro).
- Ensure health and safety compliance within given area of responsibility.
- Keep up-to-date with international trading issues/imports/legal, awareness and management.

Interested? please email your C.V. to: jobs@indespension.co.uk

