

PART-TIME BUYER

We are looking for a Part-time Buyer.

Hours are negotiable but ideally will be 5 hours per day – 9.00 a.m. to 1.00 p.m.

Salary will be dependent on your experience.

A trial period may be required.

The Buyer is a crucial member of our team. They are responsible for overseeing the ordering of goods and services needed to support the company's operations and production. The role involves supplier management, negotiation, and ensuring that purchases are made efficiently, cost-effectively, and in alignment with the company's objectives.

Experience ideal but not necessary as full training will be given.

The ideal candidate will have excellent:

- Verbal and written communication skills, with proven negotiation skills.
- Interpersonal and customer service skills.
- Organizational skills and attention to detail.
- Time management skills with a proven ability to meet deadlines.
- Experience in a similar role, ideally in a manufacturing environment.
- IT skills

Job Description

- Ordering all stock and other items as necessary
- Filing orders and delivery notes
- Checking stock levels of plastics and other materials
- Checking delivery of products against orders and matching delivery notes with orders
- Checking purchase invoices and matching with delivery notes and orders
- Invoice queries
- Invoice processing (month end)
- Stock processing (month end)
- New product investigations
- Supplier management

For further information apply and request a Job Description