

ELECTRO

Assembly Services Limited

Job Specification Buyer

Responsible for : The procurement of an annual £1.5 Million worth of Electronic Components and manage the purchasing department.

Role: The ideal candidate will be able to:-

- Negotiate the best price available for electronic components,
- Ensure parts are available when required,
- Identify the suitability of electronic components using data sheets,
- Use the companies computer system to evaluate requirements and load purchase orders,
- Minimise stock holding,
- Beat the estimate prices at all times,
- Compile vendor ratings,
- Manage staff,
- Encourage positive Morale,
- Discipline of staff in accordance to the companies procedures.

The candidate would require previous experience in an electronic procurement environment, possess good communication skills and a good knowledge of electronic components and would ideally have some previous managerial experience.

A knowledge of sage and excel is preferable.

Working hours are:-

Monday to Thursday 7.30am to 4.30pm

Friday 7.30am to 1.30pm

40 Hour Week.

Annual Holiday : All Bank holidays plus 20 days incrementing to 25 with length of service.

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