

Vacancy – Buyer

Job title: Buyer	Position Type: Permanent, Full-time
Reference: 0037	Location: Nottingham
Salary: £.competitive. plus benefits	Centre: L.B. Foster Automation & Materials Handling
Reporting to: Senior Buyer	Closing date: 01/07/2021

Outline: To support the needs of the business by providing a professional, efficient and customer focused purchasing service. With day-to-day control and responsibilities for the processing of purchasing requirements via the MRP system or other material purchase requisitions.

The role holds operational and tactical responsibilities for managing supplier quality, cost and delivery in line with company requirements and strategic responsibilities by assisting with the development of the function and the supply base in line with company strategy.

Indicative Responsibilities Include:

- > Administration and monitoring of Purchasing signals in the MRP system.
- > Monitor stocks levels in line with current stock holding policy and working capital targets.
- > The processing and rectification of material non-compliance / returns using the company systems and processes.
- > Processing and rectification of purchasing invoice queries.
- > Expediting purchase orders.
- > Adhering to the purchase orders procedures as described in the Quality Management System.
- > Generation and action of material overdue reports and follow up with suppliers.
- > Working with the CI Team, monitor and evaluate all suppliers via the OTIF measures and report data.

Skills & Experience Required:

- > Supply Chain Management, Procurement or Purchasing related experience.
- > Experience of working in a Continuous improvement/ Development focused organisation.
- > Experience working with demanding timescales and in a fast-paced environment.
- > Engineering or technical background would be an advantage.
- > Able to develop and implement change.
- > Good interpersonal relationship skills and man-management experience.

Desirable

- > Minimum of 3 years' experience of buying/procurement in a Material Requirements Planning environment.
- > Experience in sub-contract processing and treatment management.
- > Some knowledge of Engineering disciplines and processes.
- > Some experience in interpreting and understanding of technical drawings and specifications.
- > Commercially and financially minded.

To Apply:

By email, enclosing a current CV & cover letter, quoting the job title & reference to ukcareers@lbfoster.com
For more information please contact the Human Resources Team on 0114 256 2225 (no agencies)

Please note that roles may close earlier than specified should we receive enough applications prior to the written closing date.