

HEAD OF PURCHASING

We are looking to recruit a hands-on Head of Purchasing to lead, manage and support the purchasing team. To support our growth agenda, we are seeking an excellent Head of Purchasing to join the senior management team, reporting directly to the Managing Director.

Key responsibilities for the role include:

- Improve quality and delivery performance highlighting, monitoring and implementing changes where OTIF may be affected
- Source, manage and monitor supplier's performance including price negotiation and build effective relationships with suppliers
- Embrace continuous improvement focusing on cost reduction across the business
- Liaise with colleagues across all departments and the supply chain to assist in the development of new products from a procurement perspective, project managing and conducting any new purchasing activities
- Assist with estimating when required by Finance and review if required

Management of Purchasing Team

- Direct, support and nurture the Purchasing team to ensure that they are appropriately motivated and trained to fulfil their role and meet the wider business objectives
- Set individual targets and KPI's for the team and monitor to assess performance
- Manage the workflow to ensure all critical tasks are completed and cover is available
- Manage the human resource needs of the Purchasing Department and if required assist with recruitment and development
- Control the departmental budget and resources to ensure that these operate effectively and in accordance with company standards

Strategical

- Develop processes and procedures to ensure that there is continuous improvement in all company operations and that waste is kept to a minimum
- Working with other key managers to continuously improve the process interfaces between departments
- Be a proactive member of the Management Team taking an interest in all aspects of the business strategy, attending Operations meetings, reporting on purchasing activities and driving improvements
- Establish and agree relevant departmental KPI's, monitor and report
- Continuously seek personal improvement in education and training

The successful candidate will be able to demonstrate:

Competencies / Personal Attributes

- Experience within the Engineering and/or Manufacturing industry
- Excellent time management, organisational and planning skills
- Outstanding written and verbal communication skills
- Decision maker

- Solid computer skills in Microsoft Office and all other software used by the business
- Flexible and proactive team player
- Sharing the Vision – ensures a common understanding of the sales objectives and strategies
- Good Communicator - inspiring and coaching style of communication
- Staff Performance management including team building and development
- Motivational Leadership – leading by example and managing change
- Some travel to visit suppliers may be necessary so a driving licence and passport would be beneficial
- UK Customs knowledge and international trade regulations
- Integrity, honesty, ethical and accountable

Objectives and Measurement

- Ensure all purchasing needs are met OTIFIS (On time in full in specification)
- Management the supply chain with consideration of dual sourcing
- Ensure Purchasing goals and objectives are met
- Accuracy and timely delivery of work
- Develop and manage effective supplier relationships with key decision makers
- Attend appropriate training where required
- Embrace the Company values

In return we can offer you our **benefits and rewards** scheme, it's our way of saying thank you in recognition of the continued support and commitment you deliver every day.

- Competitive salary
- 36½ hour week with an early finish on a Friday
- Enhanced annual leave
- Boosted pension contribution
- Employee Assistance Programme
- Free onsite parking
- Progression & Career Opportunities
- Death in Service

The successful candidate will need as part of the process to: (i) satisfy basic eligibility criteria/certain conditions of employment (e.g. nationality rules/right to work); (ii) provide appropriate documentation to verify ID, nationality, employment and/or academic history, criminal record (unspent convictions only); and undergo UK Baseline Personnel Security Standard checks. Due to the nature of the work performed and the requirement of the client contracts that we hold, these security checks are required and in order to pass these Personnel Security checks you must hold a current British Passport.

Think you have what we are looking for? Then email your CV and covering letter saying why we should hire you to jobs@brooksbank.co.uk

NO AGENCIES PLEASE