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Buyer

Job Location: Poole, Dorset
Job Type: Contract
Salary: £28,000- £35,000 per annum depending on experience
Hours: 39 hours per week

We are currently recruiting for a Buyer to work for an Engineering company based centrally in Poole on a contract basis, where opportunities may arise for permanent positions.

Within this role you will be working in a busy and demanding role to:

- Place orders with suppliers in line with the company purchasing policy and procedures to achieve the material requirements
- Coordinate with the Projects and Operations Teams to achieve the supply chain targets
- Coordinate with other departments as necessary to forecast, plan and supply demand to relevant specification, budget, schedule and quality standards.
- Drive supplier performance and work with suppliers where this is below expected levels and agree appropriate actions and improvement plans
- Place orders on and manage sub-contract work to service providers of machining, fabrication carbon & Stainless Steel, painting & finishing according to schedule agreed with operations and project teams
- Manage the scheduling and booking UK transport of all materials and services
- Assist and support the Senior Buyer in the procurement of project main materials
- Check material delivery certification on supplier docs and allocate Alpha Codes to ensure full compliance to our material traceability procedures
- Any other duty as required by the line manager commensurate with the post.

The successful applicant will also possess:

- Previous experience within purchasing / buying / supply chain gained within an engineering / manufacturing / industrial environment.
- Experience of metal forming/cutting/fabrication companies.
- Technical competence and an appreciation of engineering drawings and material specifications
- Experienced negotiator
- Good communication & interpersonal skills.
- Good knowledge of Word and Excel

Hours: Monday- Thursday 8.30am- 17.00pm and Friday 08.30am- 14.00pm

Please apply with a full CV and covering letter by email to info@rrm.uk.com

Those who have the right skills and experience, our aim is that you will hear back from us within 24 hours but due to the high number of applications we are receiving at present, we are unable to respond to every application individually so If you do not hear from us within 3 days please assume that your application at this stage has not been successful. As new positions arise we will review any applications already made to us and may contact you about other suitable roles.

Resource Recruitment is an equal opportunities employer and is committed to a policy of treating all its employees and job applicants equally. It is the policy of the Company to take all reasonable steps to ensure that each applicant is assessed only in accordance on the basis of their qualifications, skills and abilities to perform the relevant duties without prejudice in regards to background, religion, ethnicity, age, sexual orientation, disability or gender.