



## JOB DESCRIPTION

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**JOB TITLE:** Buyer

**IMMEDIATE SUPERVISOR:** Operations Director

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Reporting to the Operations Director, the Buyer will be responsible for raising orders through the requisition system, controlling stock and managing goods-in. Based in our Factory in Carrickfergus, the Buyer will be a member of the Engineering team. Although this is a full-time position, consideration may be given to part time options.

### **Responsibilities:**

- Ensure the continuing availability of regular supplies or parts within prescribed limits by completing requisition/purchase orders for signature where necessary
- Respond to requisitions by issuing parts from stock or raising appropriate purchase orders
- Follow up on order acknowledgements and prepare shipping requests for any goods that require pick up from suppliers
- Maintain communication with suppliers on specific orders to ensure committed lead times are met
- Negotiate pricing with suppliers as required
- Maintain the physical organization, cleanliness, safety and security of the stock room, which includes the proper storage of high value, sensitive or dangerous goods
- Manage goods-in process: check delivered goods against paperwork; record delivered items in requisitions database, ensuring the goods are brought to their final location; keep good-in area clear of clutter
- Process customer supplied products as they arrive in the appropriate database (Returns or Customer Product) and distribute to the required person
- Maintain excellent and professional relationships with suppliers
- Manage year-end stock take
- Coordinate the return of goods back to a supplier including packing and labelling (including any relevant paperwork) and preparing the shipping request form
- Carries out any other task entrusted by their immediate supervisor

### **Requirements:**

- 2 years relevant experience, preferably in electronics industry
- Understanding of stock control systems
- Experience in Microsoft Office applications
- Be self motivated and be able to manage time and set priorities

### **Skills:**

- Must be a team player
- Excellent organisational skills
- Excellent communication skills, both verbal and written
- Ability to meet deadlines and work in a fast paced environment

### **Salary:**

£23,750 - £30,000 per annum