



Job Description

Purchasing Senior

Job Title Purchasing Senior
Department Purchasing Department
Reporting to Operations Manager
Location Standish
Hours of Work Monday – Friday 8am – 4pm / 9am – 5pm
Contract Permanent

Job purpose The main purpose of the Purchasing Senior is to ensure that all operational activities associated with purchasing are carried out in compliance to the company standards for Health, Safety, Environmental and Quality.
Liaise with other departments to ensure effective running of purchasing.
Any other reasonable task requested by the Directors would also be included in the responsibilities.

Responsibilities

- Supervision of two purchasing staff and ensure they carry out their duties in a timely manner and work is of a correct standard.
- Setting KPI's for the department and monitoring of them.
- Responsible for all purchasing department activities – including but not limited to purchasing of all raw materials, packaging and miscellaneous items for both the Standish and Lamberhead site.
- Negotiating all prices and terms and conditions.
- Arranging Supplier meetings on a regular basis.
- Running the Supplier Quality Assurance System.
- Ensuring correct documentation is sent out to new Supplier / Quality & REACH questionnaires and getting them back completed.
- Ensuring TDS & SDS documentation for new products are obtained including from new Suppliers.
- Ensuring weekly purchasing figures are generated for the Directors.
- Monthly Stock Report.
- Quarterly Purchasing Report for the Managing Director.
- Ensuring Year end stock count is done, and the report is generated accurately.
- Writing SGP's for the Purchasing Department and making sure they are kept up to date.
- Updating the Purchasing Manual as and when required.
- Arranging Transfers to and from Lamberhead.
- Providing Quarterly costings for the Finance Department.
- Chairing of the Monthly Purchasing Departmental Meeting.
- Ensuring Raw Materials Stock & Packaging are purchased and on stock to allow the Production / Planning team to implement the Production Plan.



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- Point of Contact for arranging Raw Materials for toll manufacture & onsite Customer stock for e.g. Synthomer, Multisol, Univar etc
- Accurately complete all necessary documentation in a timely manner.
- Stock Management – looking at all stocks including Raw Materials, Finished Product, Packaging and Ancillaries.
- Forecasting.
- Resourcing.
- Securing new Suppliers for both current products and new products.
- Updating and Maintaining Training Plans.
- Working closely with other functions within the business in order to ensure effective and efficient interdepartmental cooperation.
- Updating Departmental Databases.
- Resolve disputes and claims with Vendors/Suppliers.
- Develop and maintain highly effective internal and external communications.
- Preparation of relevant management information for use across the organisation.
- Implement and maintain high levels of housekeeping standards.
- Maintain levels of morale and discipline to achieve high levels of motivation.
- Maintain the supplier ranking system, ensuring suppliers are assessed on an ongoing basis in accordance with company procedures and communicated with when they fall below the standard required.
- Immediately report any incidents which the management need to address using the appropriate reporting system.
- Respond to required corrective and preventive actions in a timely manner.
- Carry out additional duties not yet listed above at the discretion of the Operations Manager.



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Skills / Knowledge / Experience	Essential	Desirable
5 Years Purchasing / Supply Chain Manager Experience	X	
Chemical Background Experience	X	
High levels of attention to detail	X	
Ability to manage multiple projects	X	
Able to use Microsoft Office, Excel and Outlook	X	
Exceptional organisational skills	X	
Self-motivated	X	
Comfortable liaising with people of varying levels i.e. staff, Managers, Directors	X	

Qualifications	Essential	Desirable
Chartered Institute of Procurement and Supply		X