

Company Buyer - Adlington, Cheshire

Role: Company Buyer**Hours: 37.5 Per Week, Monday to Friday****Location: Adlington SK10 4NL****Contract Type: Full time****Package: Health Cover, Company Pension, Death in service benefit, Ongoing training & support.****Holidays: 23 Days plus bank holidays.**

CROWD 'Creators of the Outside World' is an innovative group of established companies that are involved in designing the public space. Our aim is to make a conscious contribution to the living environment of people with development of products through our group companies Across Western Europe.

As one of the group companies based in the UK; Bailey Street Furniture Group, we are looking to expand our current UK operations, creating several wide and varied roles, across our three UK operational sites. We are therefore seeking to recruit a Buyer for our busy operations department based at our Adlington site in Cheshire.

Job Function

The role is to join and support the existing procurement team, in a fast-paced and busy environment, where the ability to deal with multiple tasks during the day are essential. Reporting directly to the Procurement Manager. The successful candidate should ideally be working in an existing procurement role and be looking for their next challenge within a growing and exciting business operating in the construction manufacturing sector.

Duties include (but are not limited to)

- Reviewing detailed manufacture drawings and producing take offs for materials required.
- Managing the live job process from a procurement perspective, ensuring that all orders are reviewed and placed as efficiently as possible.
- Liaising with in house Estimating team reviewing costings vs actuals.
- Speaking with supply chain to request prices on live jobs.
- Raising of purchase orders to supply chain.
- Working with Procurement Manager to achieve cost savings across the supply chain.
- Managing and reviewing ongoing stock levels and reorder points.
- Expediting of open orders with supply chain to ensure goods are delivered into us on time and in full.
- Working with Procurement Manager to expand the current supply chain.
- Liaise with Sales, Operations and Technical teams to ensure that all relevant details have been provided, allowing for the detailed procurement of materials necessary to complete the orders.
- Review margin analysis at point of order to ensure that anticipated margins are being achieved.
- Collaborating with the Procurement Manager on supplier performance.

Personal qualities

- Professional & courteous.
- Must be flexible.
- Positive attitude.
- Excellent communication skills both verbal and written forms.
- Good organisational skills.
- Prompt time keeping.

Skills & Experience

- Ability to quickly build strong rapport and trust with suppliers via telephone and email.
- Well-developed listening skills
- Strong negotiation skills
- Willingness to learn and take on board new skill sets.
- High level of attention to detail
- An experienced user of ERP systems
- Excellent organisation and time management skills, able to work to deadlines.
- Able to work closely within a team, but also independently.
- Confident analytical skills
- Team Player

As an Equal Opportunities' employer, BSFG values diversity in all its forms and is committed to fostering an inclusive workplace. We believe that a wide range of perspectives, experiences, and backgrounds is essential for building a successful, thriving organisation.

