

**RECRUITMENT BRIEF for:** Purchasing Manager

**COMPANY:** AA Labels

**REPORTING TO:** General Manager

**DUTIES & RESPONSIBILITIES**

- Research, test and purchase quality products and materials for new and existing materials;
- Maintain and continuously improve the company purchasing strategy and ensure the company’s purchasing is in line with the Company’s budget;
- Build relationships with suppliers and negotiate with them for the best pricing;
- Process orders and plan deliveries and maintain / manage stock levels in co-ordination with production and management
- Promote quality assurance and compliance for all goods/materials purchased and escalate any discrepancies with stock (e.g. damaged/incorrect goods, poor quality etc) with suppliers and management
- Produce and evaluate reports and statistics on a regular basis
- Be actively involved in the negotiation and purchase of machinery and to project manage the delivery and installation of such machinery.
- Minimise risk to the business in the event of supplier failure by identifying alternative suppliers.
- Process all orders for new and replacement tooling and communicate with all departments accordingly;
- Document and implement process and procedure in line with ISO9001:14001
- Assist in ensuring environmental compliance in line with ISO 14001
- Deal with and/or oversee all administrative tasks relating to Purchasing.
- Provide holiday/absence cover for colleagues as and when required.

**Person Specifications – Abilities & Skills:**

Knowledge	<ul style="list-style-type: none"> <li>○ Detailed knowledge of purchasing administration.</li> <li>○ Mathematically minded and ability to calculate appropriate tooling layouts and material widths.</li> <li>○ Knowledge of the self-adhesive label industry would be desirable but not essential to the role as full training will be provided.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>○ Good telephone manner &amp; presence.</li> <li>○ Good command of the English language, in written and verbal terms and good comprehension.</li> <li>○ Good ability to communicate clearly and concisely (written and verbal).</li> <li>○ Good time management skills with the ability to work under pressure.</li> <li>○ Demonstrable problem-solving skills and ability to find answers/solutions.</li> <li>○ Able to learn, retain and apply knowledge acquired through training.</li> <li>○ Active Listening skills.</li> <li>○ Complete quality work at all times regardless of the volumes of work.</li> <li>○ Maintain a high level of attention to detail at all times.</li> <li>○ IT literate and able to use and/or learn standard and proprietary software and more specifically, proficient in use of Powerpoint, Word, Outlook, Excel.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>○ Administrative Experience</li> <li>○ Experience within the label industry is desirable.</li> </ul>

Qualities	<ul style="list-style-type: none"> <li>○ Ability to swiftly adapt and respond positively to change.</li> <li>○ Ability to maintain a positive, “winning/can do” attitude at all times.</li> <li>○ Ability to manage competing priorities.</li> <li>○ Ability to multi-task and effectively manage work to meet deadlines and ensure we have stock available at all times.</li> <li>○ Quick learner with ability to apply their knowledge (acquired through training) to different situations.</li> <li>○ Work well under tight deadlines.</li> <li>○ Keep a highly organised schedule.</li> </ul>
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**REMUNERATIVE PACKAGE**

- £30,000 per annum
- Holiday - 28 Days per Annum (Inc. UK Public Holidays).
- 6 Months Probationary Period.

**BENEFITS**

- Additional length of service holiday allowance.
- Company Healthcare Benefit (Following successful completion of a 6 months probationary period).
- 2 days annual medical absence leave.
- Flexible Start/Finish Time.

**HOURS OF WORK**

- 1 x Full time positions (40 hrs)
- Start and finish times are flexible
- Additional hours as required to meet business requirements

**Are you an experienced Purchasing Manager**

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**Do you hold current experience of working within an SME**

**Do you hold the right to work in UK and are able to evidence this with relevant documentation**

**Are you happy to proceed at the advertised salary of £30,000**