



**JOB TITLE**

Buyer

**REPORTING TO**

Operations Director

**RESPONSIBILITIES**

Gathering material pricing in accordance with QA requirements  
Placing orders on NAV in accordance with QA requirements  
Progressing & expediting orders  
Supply chain management  
Monitoring supplier performances  
Negotiating competitive pricing and terms of contract  
Raising quote requests  
Completing and storing new supplier questionnaire forms to ensure any new suppliers are approved to ISO9001  
Propose supplier resourcing activity to support cost reduction, supplier rationalisation or to protect ongoing deliveries  
Monitoring financial and report findings of pro-forma accounts & account holds on a monthly basis  
Liaising with accounts on invoice queries  
Customer liaison  
Managing stock levels and ensuring that MRP system is kept up to date  
Supplier visits and arranging audits where necessary  
Attending meetings as required  
Raising DSR (Defective Supply Reports)  
Supervision of stores operations to include: booking in, internal distribution of goods received, consumable stock control and shipments to customers.  
Ad-Hoc duties

**KNOWLEDGE & SKILLS**

Purchasing experience – essential  
MRP software knowledge – essential  
Knowledge of MS Office - essential  
Knowledge of electronic components – desirable  
Knowledge of licencing requirements for exporting of electronic components – desirable  
Previous Stores experience - desirable  
Excellent communication and negotiation skills  
Ability to work under pressure with conflicting priorities and demands  
Ability to work on own initiative and be self motivated  
Strong organisational skills

TO BE CONSIDERED PLEASE APPLY BY SENDING YOUR CV TO THE HR  
MANAGER - [hlunt@spurelectron.com](mailto:hlunt@spurelectron.com) by 31<sup>st</sup> March 2016

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List of Directors available at reg office.

