



Job Description

Job Title

Procurement Specialist

Status

Full time 39 Hrs/wk

Location

Lisburn

General Role

Sourcing/Buying materials, negotiating with suppliers and monitoring performance.

Salary

£15,000 - £25,000

Depending on experience

Responsibilities

Main Duties

- Determine if inventory quantities are sufficient for needs
- Compare prices, specifications and delivery dates among suppliers
- Negotiate price/credit terms with suppliers
- Prepare purchase orders
- Liaise with suppliers to schedule/expedite deliveries and resolve shortages
- Monitor supplier performance
- Check shipments when they arrive to ensure orders have been filled correctly
- Monitor in-house inventory movement
- Prepare, maintain and review purchasing files and reports and price lists
- Liaise with customers on requirements, shortages and general production planning

General

- The company is in a competitive market place and so while the above list is an indication of main responsibilities and duties it is by no means exhaustive and should be expected to change and develop as the Company changes and develops to meet varying operational requirements.



Person Specification

Essential Qualities

- Grades A-C in both English and Maths at GCSE Level.
- Excellent communication skills.
- Adaptable and flexible.
- Ability to work to tight deadlines.
- Professional in all aspects of work/appearance.

Desirable Qualities

- Third Level Education
- Experience of production work
- Knowledge of electronic assembly processes