

Buyer

About ION Science Ltd:

ION Science has over 37 years of industry experience designing, manufacturing, and supplying PID gas sensors, gas detection instruments and leak detectors for a wide range of industries and applications. We are an unrivalled worldwide gas and leak detection company, with a team of workers who strive to deliver exceptional product quality and customer satisfaction. In 2022 ION Science were awarded the Queen's award for Enterprise for MiniPID Sensors. This is a fantastic opportunity to join our dynamic and growing team and be part of a well-recognised brand associated with quality.

MAIN PURPOSE OF JOB:

This is a varied and key role supporting the Supply Chain team with the purchase of goods, materials and services to ensure that the company operational needs are met, taking into account price, quality and delivery whilst ensuring continuity of supply at all times.

We are looking for a confident and enthusiastic individual with a good level of commercial acumen, experience and professionalism to support the delivery of a diverse portfolio of existing and new products, to the highest quality and best value.

The successful applicant will be self-motivated, a team player with a positive outlook, a fast learner with high levels of accuracy and attention to detail. The successful candidate will also possess strong communication skills.

JOB ROLE:

- Ensure continuous supply of required goods and materials to production and communicate/escalate any supply problems which may pose a risk or impact on business operations.
- Manage problems and schedule changes and ensure changes are reflected within the ERP systems.
- Effective management and control of supplier and stakeholder relationships both internally and externally.
- Liaise both internally and externally to support resolution of quality related issues and problems.
- Raising of repeat and ad-hoc purchase orders to support production requirements.
- Purchasing other items as required by purchasing requisitions e.g. marketing items, stationery items, equipment etc.
- Receipting order confirmations and checking off against purchase orders, keeping internal system up-to-date.
- Expediting outstanding deliveries with suppliers and order progress reporting.
- Updating supplier database as required, ensure that new suppliers are recorded and registered.
- Answering enquiries from suppliers and internal team as required.
- Answering & managing purchasing emails.
- Identifying and researching potential new suppliers, undertaking due diligence of suppliers.
- Build, maintain and manage supplier relationships and keep up good communications.
- Support in reporting of key performance indicators (KPIs).



- Actively participate in supplier performance reviews.
- Deliver briefs, updates and reports as and when required.
- Ensure compliance to company guidelines, purchasing policies and procedures at all times.

QUALIFICATIONS:

- CIPS qualification (or working towards) desirable, but not essential.
- Relevant STEM/Business Degree and/or HNC advantageous, but not essential.

SKILLS/EXPERIENCE:

- A foundation of function skills and knowledge of relevant purchasing and sourcing concepts.
- Experience of developing supplier and stakeholder relationships within a complex technical manufacturing environment.
- Ability to demonstrate proficient IT skills (SAP, Microsoft Office etc.).
- Good negotiation, communication, interpersonal and influencing skills.
- Analytical, numerically astute with good problem identification and solution abilities.
- Commercial acumen and financially aware.
- Keen attention to detail and accuracy.
- Experience of business software such as Microsoft Office.
- CIPS qualification and/or or relevant STEM/Business Degree/HNC would be advantageous, but not essential.
- The flexibility and willingness to learn.
- The ability to work as part of a team.
- Well organised / Tidy Worker.
- Good Administration skills.
- Proven purchasing experience, preferably within a complex distribution or technical manufacturing environment.
- Experience in adding value, reducing costs and making business & process improvements.
- Developing technical knowledge and understanding of manufacturing processes, commodity groups, components and supply chain management.
- Computer literate, to include advanced Excel skills.
- Experience of developing and managing overseas suppliers.

Education and Qualifications

- CIPS qualification (or working towards) desirable, but not essential.
- Relevant STEM/Business Degree and/or HNC advantageous, but not essential.

BENEFITS:

- 25 days annual leave + Bank Holidays (annual holiday increasing with service)
- Excellent employer pension contributions of 8% after probation
- Life Assurance of 4 times of pensionable salary
- In-house training
- Discretionary Annual Bonus
- On site shower & changing facilities
- Long term service awards
- Monthly lunch & drinks laid on by the company
- Sick Pay



- Christmas party
- On-site parking
- Private Medical with AXA
- Bike Purchase Scheme
- Car share scheme
- Early finish on Fridays

WORKING PATTERN:

- Monday to Thursday: 08:30 – 17:00
- Friday: 08:30 –15:45
- Immediate start available
- Open to Full time / Part-time hours
- 6-months Fixed-term contract

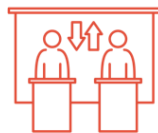
LOCATION:

This role is based at the ION Science head office, located in Fowlmere, 10 miles south of Cambridge. The role is required for you to be on site.

Our Core Values:



Fun



Embrace change



Respectful



Responsive



Challenge the status QUO



Committed

See what our employees have to say about working at ION: <https://ionscience.com/en/careers/>

Due to the high volume of CVs we receive, it might not be possible to provide feedback to all applicants. If you are successful, we will be in touch to arrange a call with our recruitment manager.