

Job Title:	Purchasing Manager
Work Location	Transcal Engineering, Racecourse Road, Pershore, WR10 2DG
Reports To (Line Manager):	General Manager
Your main purpose is:	Lead & Direct the Procurement & Materials Management function for the company, ensuring materials and plans are executed in line with project and customer orders / maintenance requirements

Key Responsibilities and Duties

BACKGROUND:

Based in the heart of the UK with a long and distinguished history serving the Defence and Rail industries, Transcal Engineering offer world-class fabrication to both UK-based and international clients. The combination of a highly skilled workforce and Transcal’s passion for innovation and engineering excellence allows us to offer comprehensive, high quality and competitive solutions for a variety of customers. As a result of continued success and growth we’re now looking to add to our already talented team.

SAFETY:

Safety must always be a prime consideration and you are required to ensure that the safety of people, the environment and our products are never compromised

DESCRIPTION:

- Leadership of the purchasing team and support the delivery of daily tasks
- Collaborative Supplier/ sub-contract / Vendor engagement to deliver excellent business partnerships.
- Provide data to assist with make or sub-contract decisions.
- Provide a high level of service ensuring optimal inventory levels and support to engineering and production management teams commensurate with business needs
- Benchmarking of purchased commodities ensuring best price selection.
- Delivery of commodity group(s) purchase savings achieved to agreed annual targets.
- Production of Procurement & Materials Management KPI’s
- Ensure the effective product selection and management of commodity materials to due date.
- Management of Supplier / Vendor schedules ensuring optimal inventory levels maintained.
- Development of ongoing management of Business Improvement Initiatives with Suppliers.
- Management of Supplier / Vendor rejections and warranty claims.
- Negotiation of KEY Commodity groups contracts for the company / Group of companies.
- Negotiation of transport/ distribution services aligned to group ongoing business needs.
- Attend / hold Vendor and Customer reviews as necessary
- Interface internally with all departments including Operations, Engineering, Projects, Sales Front Desk, Strategic Sales & Finance, QHSE as appropriate.
- Support Contract Reviews
- Support the full implementation and management of the SAGE 200 ERP System
- Exercise the highest degree of professionalism and discretion when dealing with sensitive / restricted data.

Person Specification

Education / Experience Requirements:

- Minimum 5-10 years in purchasing/supply chain management preferably in the rail or defence sector
- MCIPS membership or other procurement qualifications

Essential -

- Ability to lead and support direct reports with a hands-on approach
- Strong and determined Negotiator.
- Ability to work under pressure, and autonomously with cross functional teams.
- Computer literate with Microsoft office suite and extensive working knowledge of ERP / MRP Systems, ideally SAGE 200 (experience in implementation would be desirable)
- Excellent Organisational, leadership and Interpersonal skills.
- Commercially minded.
- Ability to manage under pressure and deliver group requirements to due date(s).
- Understanding of component pricing / price elasticity.
- Extended hours / unsocial hours working may be required.

Desirable –

- Broad understanding and knowledge of the UK wide Rail industry and /or Defence.
- Suited to an experienced buyer looking to grow into a professional procurement manager role

Working Days	Monday – Friday (subject to change depending on business requirements)
Working Hours	7:45 – 17:15 Mon - Thurs / 7:45 – 13:00 Fri (40 hours of work per week. You may be expected to work any additional hours depending on business requirements)
Salary and Benefits	Competitive salary and benefits package available dependent on experience

This job description is not intended to be exclusive or exhaustive. It is an outline indication of the areas of activity and may be amended to reflect the changing needs of TRANSCAL Engineering.