

JOB DESCRIPTION

ROLE TITLE:	Purchasing Manager
PRIMARY BASE:	Haslingden
ACCOUNTABLE TO:	Operations Manager/Finance Director
ACCOUNTABLE FOR:	Procurement Team and Production & Stock Control Team

PURPOSE OF ROLE:

Purchase goods, materials, and services to ensure that the company's operational needs are met, considering price, quality, and delivery and to ensure continuity of supply. To work as part of the Management team to ensure the smooth running of Carvansons Ltd. Delivering the highest levels of customer service. Be responsible the management of employees and the resources within this department.

Principle Responsibilities:

- Organise, control and complete the Purchasing Department's workload effectively to meet tight deadlines.
- Manage the supply chain to ensure timely delivery of all required materials.
- Manage supplier selection process based on price, quality, support, capacity, and reliability.
- Develop and maintain strategic relationships with key suppliers
- Manage and update an approved vendor/supplier database.
- Develop, negotiate, and administer purchasing agreements and contracts with suppliers in support of organisational requirements.
- Facilitate timely placement of purchase orders. Set, manage, and maintain required stock and safety stock levels.
- Work with relevant departments to manage inventory requirements
- Coordinating with inventory control to determine and manage inventory needs.
- Provide monthly reports to the directors.

Leadership

- To influence and inspire others and build strong relationships with all departments. Acting as a role model you will demonstrate a passion for change and improvement and strive to improve the department's/team's efficiency and effectiveness.
- Motivate and support the team, providing leadership and supervision.
- Monitor and review employee performance and set goals to develop the individual, the team and the company.
- Ensure that all team members work within the employee handbook and policies and any performance, capability or conduct issues are addressed.
- Work as part of the team to implement the company policies, vision and goals.
- Report absences on BreatheHR, monitor and review employee sickness, carry out return to work interviews and Absence Support Meetings with HR and update BreatheHR with relevant documentation accordance with the absence management policy.
- Identify training needs and review, approve applications for training from team members.

Communication

- Communicate with all colleagues and external points of contact face to face, by telephone, or in writing in a clear, concise, and professional manner.
- Interpret and respond clearly, effectively, and in a timely manner to requests for information from colleagues, managers, directors, and external agencies.
- Understand business demands and expectations and deliver against these in line with the company's high standards.
- Communicate within the team, supporting others where necessary.
- Contribute to team meetings and events as and when required.
- Develop and manage relationships with internal and external stakeholders.
- Following instructions and asking appropriate questions.
- Ensure that all deadlines are met in a timely manner and people are kept informed of progress.

Teamwork

- Establish and maintain effective working relationships with colleagues, managers, and clients.
- Ensure that all deadlines are met in a timely manner and clients/colleagues are kept informed of progress.
- Influence people positively demonstrating a "can do" attitude.
- Motivate colleagues.
- Contribute to formal and informal discussions with colleagues to generate new ideas and approaches.
- Enjoy working as part of a team but be capable of working autonomously.

Administration

- Effective use of Microsoft Office applications, Word, Excel, and Outlook (Excel to a high level, formula, pivot tables, filters, sorting, lookup tables)
- Data entry and filing alongside performing other routine clerical tasks as assigned.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Scanning, printing, and running reports.
- Maintain accurate paper and electronic filing systems.
- Competency in typing accurately with agreed level of speed.
- Identify problems and respond in a timely fashion.

Other

- Have a pro-active approach to work.
- Demonstrate excellent attention to detail.
- Have a willingness to go the extra mile and always strive to seek job satisfaction.
- Ensuring own personal workspace is kept clean and tidy. The company expects you to respect company property and to report any misuse of same to your immediate line manager.
- Remain up to date with professional knowledge by participating in learning opportunities.
- Ensure all Health & Safety procedures are effectively carried out.
- To comply with the company handbook policies and procedures.
- To act at all times to promote equality and diversity ensuring inclusive and integrated services.
- To undertake any other duties appropriate within the broad remit of the role.
- Ensure any issues concerning quality and customer care are reported to management.

NOTE:

The details contained in this Job Description summarise the main expectations of the role at the date it was prepared. It should be understood that the nature of individual roles will evolve and change. Consequently, the company will expect to review and revise this Job Description from time to time and will consult with the post-holder at the appropriate time.

POST: Purchasing Manager

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<p>Qualification</p> <ul style="list-style-type: none"> • Hold a CIPS qualification • GCSE (or Equivalent) English & Maths C or above 	<p>Yes</p> <p>Yes</p>	
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • 3 + years within a procurement role • Demonstrates problem solving abilities • Ability to provide training and support to others • Experience of using own initiative and working as part of a team 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>SKILLS</p> <ul style="list-style-type: none"> • Demonstrates literacy, numeracy, attention to detail and accuracy • The ability to develop and maintain strong working relationships and act as a team player • Ability to communicate effectively and be able to clearly explain issues to suppliers and colleagues • Willingness to undertake further development and responsibilities • An ability to maintain accurate up to date electronic and manual files. • Excellent telephone manner • Understanding of the value of diversity • Knowledge and experience of Health and Safety • Demonstrates a helpful and polite confident manner 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Knowledge of working in the fragrance industry • A high level understanding of Procurement processes 	<p>Yes</p>	<p>Yes</p>
<p>OTHER</p> <ul style="list-style-type: none"> • A flexible and adaptable approach and being responsive to the needs of the business and colleagues • Smart professional appearance 	<p>Yes</p> <p>Yes</p>	