

<b>Job title:</b>	Purchasing Administrator
<b>Department:</b>	Purchasing
<b>Reports to:</b>	Strategic Sourcing Manager
<b>Responsible for:</b>	Purchasing Administration activities
<b>Location:</b>	Warwick
<b>Hours of Work:</b>	37 hpw, 08:00 – 16:30 M-T, 08:00 – 13:00 F
<b>Closing date:</b>	

### Our values:

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. With family values at our core, we operate honestly and with integrity. We aim to represent our core values in all areas of our work. Our core values are: Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



### Job Purpose:

You will coordinate engineering change releases, raise and expedite purchase orders, run weekly reports and support the buyers in enquiry exercises and competitor benchmarking activities.

### Main Duties and Responsibilities:

You will have experience in a fast-moving manufacturing environment or equivalent coping with high levels of pressure associated with supporting a manufacturing process

### You will also need:

- problem-solving skills
- the ability to read and understand engineering drawings
- to be able to communicate with others effectively
- very strong analytical skills
- strong MS Office skills including Word, Excel and PowerPoint
- Monitor market trends, competitor strategies and market suppliers
- Research and evaluate areas of opportunity and reduce costs where possible
- Deliver briefs, updates and reports as and when required
- Develop ideas and strategies to improve operational efficiency, add value, aid business performance and work towards a strategy of continuous improvement
- Assess and evaluate suppliers
- Ensure that a professional and consistent approach is taken in relation to all supplier relationships
- Ensure compliance to company guidelines
- Undertake research on and evaluate existing and new suppliers
- Contact suppliers to resolve price, quality, delivery, or invoice issues



### **Quality & Environmental Responsibilities:**

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.

At Dennis Eagle we are proud to be an equal opportunities employer and a disability confident organisation. We are committed to fostering an inclusive workplace where diversity is celebrated. As part of our dedication to creating a supportive environment, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. We invite you to engage in an open conversation with us about how we can best support you and ensure that your unique skills and talents are recognised and valued. Your success is integral to our collective growth, and we look forward to working together to create a workplace that empowers everyone to thrive.

If you have any queries or would like to apply for the role, please contact the Recruitment team [recruitment@dennis-eagle.co.uk](mailto:recruitment@dennis-eagle.co.uk)



Criteria	(E)ssential / (D)esirable
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<b>Knowledge</b>	
• Contract management and supplier experience	D
• Research and evaluate areas of opportunity and reduce costs where possible	D
• Supplier management experience	D
• Strong technical knowledge and understanding of Buying/Procurement	D

<b>Experience</b>	
• Relevant business/commercial experience	E
• Computer literate, to include advanced Excel skills.	E
• Proven purchasing experience, preferably within an automotive or manufacturing environment	D

<b>Education / Qualifications</b>	
• Business, manufacturing/engineering degree is preferred, or HNC, Higher Professional Diploma, or equivalent NVQ Level 4 qualifications.	D

<b>Job-related skills &amp; abilities</b>	
• Highly skilled at building and maintaining effective and productive relationships with key stakeholders and suppliers	E
• Ability to add value, reduce costs and make business improvements	E
• Strong negotiation, communication, interpersonal and influencing skills	D
• Analytical, numerically astute with strong proven problem-solving abilities	E
• Results orientated with the ability to plan and deliver against project deadlines	E
• Commercially and financially aware	E
• Keen attention to detail and accuracy	E

<b>Other requirements</b>	
• Comply with the Health, Safety and Environmental Policies	E
• Embraces personal challenge	E
• Confident, rounded thinking	E
• Is self-aware	E
• Is assertive, optimistic, and open to change	E
• Engages interest and participation of others and has a collaborative approach to working with others	E
• Proactively contributes to the team	E
• Resilient, self-motivated, and able to work well under pressure	E
• Ability to travel extensively throughout the UK & Over Seas	E

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.

Employee name \_\_\_\_\_ Employee signature \_\_\_\_\_ Date \_\_\_\_\_



Manager name \_\_\_\_\_

Manager signature \_\_\_\_\_

Date \_\_\_\_\_

