

# Purchasing Manager

## Applications

Online:

<https://www.energybolting.com/careers>

Email:

[jobs@energybolting.com](mailto:jobs@energybolting.com)

\*No Agencies\*

[WWW.ENERGYBOLTING.COM](http://WWW.ENERGYBOLTING.COM)

Energy Bolting Limited registered in England No.11228792

Registered Office :

Units 21 & 22, Four Ashes Enterprise Centre, Latherford Close, Four Ashes, Wolverhampton, WV10 7BY, UK

Energy Bolting is a customer centric manufacturer of special fasteners, machined components and associated products to global energy industries.

We are delighted to be recruiting for the full-time position of Purchasing Manager

This is an excellent opportunity to work for a growing and prosperous business.

You will be responsible for the control and development of a wide range of suppliers, in addition to a growing stock inventory.

### **Company Values**

Service Culture - Commitment to quality - Measurable results - Trusted partnerships

**Job Title:** Purchasing Manager

**Location:** Units 21 & 22, Four Ashes Enterprise Centre, Latherford Close, Four Ashes, Wolverhampton, WV10 7BY.

**Working Hours:** 8:30am - 5:30pm with one hour lunch break, Monday-Friday.

**Salary:** Negotiable - depending upon relevant experience.

**Start Date:** Immediate

Annual holiday entitlement is 22 days plus statutory bank holidays.

### **Principle duties and responsibilities**

- Purchasing of Raw Material, Semi-Finished Goods, Finished Goods and services including Machining, Testing and Coating.
- Develop / have understanding and knowledge of the domestic & overseas supplier network.
- Analysis, management and replenishment of stock inventory.
- Creation and management of internal production orders for stock.
- Work closely with quality department in relation to supplier development and control.
- Responsible for supplier performance and KPI's.
- Arranging & co-ordinating incoming deliveries.
- Sourcing costs to support sales team.
- Negotiation of prices and delivery times.
- Creation of purchase orders.
- Expediting purchase orders & liaising with suppliers to ensure on time delivery.
- Ensuring systems are updated.
- Working closely with all departments to meet required deadlines.
- Creation of production paperwork through linking purchase orders & job card operations.
- Any other duties to support the business.
- As a representative of the company, you will be expected to present Energy Bolting in a positive manner in line with our vision and values.
- Administration related to the above activities.

### **Skills**

- Problem solving and decision making.
- Management & stock control.
- Excellent communication and negotiation skills.
- Previous experience in the special fastener industry is desirable but not essential.

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