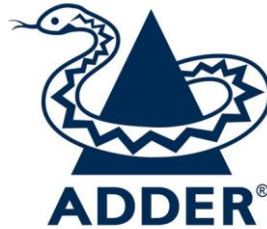


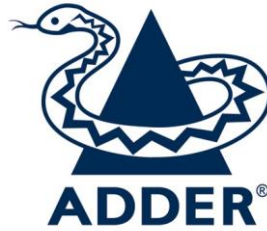
Job Description

Title:	Purchasing Expeditor /Junior Planner	
Prepared by:	Nick Claydon	Date: July 2016
Location:	Viking Way	
Purpose of Role:	<p>A full time member of the Logistics team with responsibility for:</p> <ul style="list-style-type: none"> • Expediting all materials to agreed schedule and escalating where necessary, with a specific focus on critical materials • Managing product lead-time requests from sales in a timely manner • Controlling top-level product stock holding settings • Working with Purchasing and Planning to define appropriate transport methods for materials where applicable • Regularly reviewing supplier order backlog reports and updating ERP system as necessary, communicating any potential issues to Production Planning and the relevant Buyer(s) • Reviewing MRP system output and change suggestions and actioning as appropriate • Reviewing outstanding orders on a daily basis and progressing these with the relevant suppliers • Maintain supplier price list information • Maintain system lead-time information • Obtain compliance data (for example RoHS and UL) from suppliers • Be able to provide a level of cover or assistance to the buyers where necessary • Be able to provide full cover for the Production Planning function where necessary 	
Dimensions of Role:	To work closely with Purchasing, Production Planning and the supplier base to ensure that orders are delivered on time and in full, and where necessary work with the relevant people to reschedule deliveries as the	



Job Description

	business requires. Managing product lead-time requests and controlling product top-level stock settings as well as providing cover and assistance within the team as required.		
Reporting Relationships:	Reports to the Logistics Manager		
Key Accountabilities:	% of time	Accountability:	Measure of Success:
	30	Working through regular supplier order backlog reports, liaising with suppliers and buyers to reschedule orders where applicable and updating the ERP system in a timely manner	High supplier on-time delivery, minimal shortages, targeted stock holding and accurate information within the ERP system
	20	Answering product lead-time requests from sales	Product lead-time requests answered accurately within one hour
	15	Reviewing and progressing outstanding orders on a daily basis	Very few overdue purchase orders
	15	Reviewing MRP change suggestions and actioning as appropriate	Minimal shortages and carefully targeted stock holding
	15	Other Purchasing and Planning related activities as required to support the team	Appraised as willing, able and diligent in these duties
	5	Maintain supplier price lists, system lead-times and obtain supplier compliance data as necessary	Appraised as willing, able and diligent in these duties
Key Relationships:	Primary relationship with Purchasing, Production Planning and suppliers		



Job Description

	Secondary relationship with Stores
Key Challenges:	<p>Needs to be able to quickly identify potential material issues and establish the necessary actions required to improve the situation</p> <p>Must be able to assess material flow and commitments and provide accurate and timely product lead-times to our sales team</p> <p>Needs to be able to prioritise work effectively within a time sensitive environment</p> <p>Needs to be able to communicate effectively at all levels internally and externally, and to be persuasive when required</p> <p>Needs to establish staff and supplier relationships that facilitate and preserve these objectives</p>
Person Specification:	<p>Educated to a minimum of A level standard or equivalent with Purchasing and Planning experience, preferably within electronics</p> <p>Numerate and articulate with strong inter-personal skills</p> <p>Meticulous attention to detail with the ability to investigate material shortages</p> <p>Good prioritisation and time management skills</p> <p>Tenacious and persuasive</p> <p>A confident communicator with a 'can do' attitude</p> <p>Self motivated and able to work under own initiative and as part of the team</p> <p>Experience with Windows based software, spreadsheets and a strong understanding of MRP systems</p>