

Purchasing Manager

Location: St Leonards on Sea, East Sussex

Introduction

Photek is a specialist manufacturer of vacuum-based tubes and camera systems for charged particle detection and imaging (photon, electron, and neutron); this includes Camera Systems, Image Intensifiers, Photomultiplier Tubes, Neutron Detection and Imaging Systems, Streak Tubes plus a range of associated electronics. The company is based in St Leonards on Sea, East Sussex and has around 55 employees. Photek is part of the Tibidabo Scientific Industries group of companies.

The Role

Photek is seeking the right individual to manage the Purchasing function in the role of Purchasing Manager. The role includes supervision of Purchasing and Stores whilst maintaining close working relationships with colleagues within Operations and Production. The Purchasing Manager is Photek's key procurement contact ensuring the company's supply chain meets all current and future business needs.

Reporting, Location & Travel

This is a full-time, office-based role reporting to the Production Manager, with two direct reports in roles as Inventory & Logistics Coordinator and Buyer. There is an occasional requirement for national travel, primarily to meet with suppliers.

Key Responsibilities

Responsibilities include, although are not limited to the following:

- Ensure the timely purchase and supply of components into Photek, driven by demand from Production and the Material Requirements Plan (MRP).
- Build successful supplier relationships to maintain and drive the commercial success of Photek, researching potential vendors and negotiating prices, as required.
- Perform to the Production plan, identifying supply needs and ensuring the planned and timely receipt of components from suppliers, processed and transferred to available goods to meet on-time and in-full delivery for customers.
- Work with all areas across the business including the Production Manager, Production Planner and Senior Management Team to build a best-in-class procurement approach that continually improves supply chain quality and reliability whilst reducing delivery lead times.
- Record and assess materials quality, movement, and expenditure.
- Distribute supplies to production in accordance with production schedule.
- Monitor inventory levels and access to materials.
- Recommend, maintain and monitor minimal stock levels to support the production of product.
- Ensure timely availability of critical parts requirements.
- Track supplier performance (receipts to promise, variations from specification etc.).
- Ensure accurate and timely completion of any WIP / Inventory audits.
- Lead and/or direct involvement in projects or initiatives to drive business improvements; for example, inventory reduction plans, Lean deployment, best practice creation, etc.
- Maintain detailed records of KPIs as required to supervise the areas, as well as any relevant additional information, and various metrics such as supplier quality, inventory levels, etc.
- Develop and implement key initiatives to sustain departmental activities at forefront of Lean production practices; for example, 5S, continuous improvement of processes and procedures, weekly meetings to track departmental goals and objectives etc.
- Attend daily Production meetings to communicate issues with production colleagues and gain understanding of continual requirements of other cells within the wider production process
- Ensure availability of resources (labour, equipment etc.) to meet departmental performance requirements.
- Take appropriate and effective action to address and resolve any problems or delays in the departments.

Job Description Cont/...

Relevant Skills & Competencies

Successful candidates should be able to demonstrate the following relevant skills and competencies:

- Highly organised with the ability to multi-task and prioritise workload and tasks, adapting plans to suit the changing manufacturing environment
- Strong attention to detail to accurately follow work instructions and documented procedures
- A collaborative approach, able to motivate and lead a team, ensuring work is done within required timescales to the highest possible standards
- A strong written and verbal communicator with good negotiating skills able to work and build relationships effectively at all levels, with colleagues and suppliers alike
- A proactive and positive attitude with a strong, practical approach to problem-solving
- Willingness to make decisions as and when needed, particularly in times of pressure

Relevant Knowledge & Experience

Candidates should assess their suitability against the following essential and/or desirable requirements:

Essential:

- Minimum of 5 years' purchasing and/or supply chain experience, with a minimum of 2 years in a management role
- Deep understanding of procurement processes, sourcing strategies, and supply chain management
- Experience at understanding market conditions, supplier capabilities, and potential risks to help select the best suppliers and mitigate disruption
- Demonstrable understanding of MRP / ERP systems.
- Proficient in Microsoft Office products and purchasing software
- Strong financial and business acumen

Desirable:

Although not essential to the role, the following are considered as desirable skills and/or qualities for the position:

- Certified Professional in Supply Management (CPSM) or Chartered Institute of Procurement & Supply (CIPS) are welcomed, although not essential

Employee Benefits

In return for a rewarding and fulfilling career, successful candidates can look forward to receiving a competitive salary, plus the following employee benefits:

- **Annual Leave Entitlement:** Employees have 20 days annual leave entitlement each year for use between January and December; this is in addition to Bank Holidays of which there are typically eight. Leave entitlement increases by 1 additional day for each full holiday year of service, up to a maximum of 5 additional days; this provides a maximum of 25 days entitlement after 5 complete holiday years.
- **Pension Scheme:** eligible employees will be automatically enrolled into the company's Group Personal Pension Scheme with Royal London after completing three months' service. Contributions are made at 3% Employer and 5% Employee, although employees may increase their contributions if they choose.
- **Employee Assistance Programme (EAP):** all employees have access to the company's EAP which provides employees with free access to a confidential helpline providing immediate help and support with any issues, whether work related or personal for employees and their family.
- **Cyclescheme:** Employees have the opportunity to purchase bikes and accessories at significantly reduced rates, with repayments made through salary sacrifice over a period of 12 months.
- **Home & Tech Scheme:** similar to the Cyclescheme, Employees are able take advantage of discounted rates at Currys, Ikea & John Lewis, purchasing anything from laptops, phones and appliances to furniture, kitchen and tableware and more, with repayments made through salary sacrifice over a period of 12 months.
- **Birthday Leave:** employees can book a day's Birthday Leave each year to celebrate their birthday.

Full details of the Employee Benefits are available upon provisional offer of employment.