

Buyer / Planner

Applications

Online:

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

Email:

jobs@energybolting.com

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 recruit for the full time position of Buyer / Planner.

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

Working in our team you will work to purchase goods and services in a cost effective and timely manner and plan production.

Company Values

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

Job Title: Buyer / Planner

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.
- 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 sales, production & quality 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.
- Excellent communication and negotiation skills
- Previous experience in the special fastener industry is desirable but not essential.

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