

**Purchasing Team-leader**

**Department:** Procurement/ Purchasing

**Reports To:** Operations Director

**Job Purpose**

With over £15m of plumbing and heating installation contracts secured over this next year, we are extremely busy and as a result are looking to strengthen our purchasing team by appointing an experienced team leader.

The team leader will manage pricing, trading agreements and quotations. Preparing accurate quantities and material schedules, competitively source and co-ordinate the supply of plant and materials required for delivery to our engineers on various New Build sites across the south west. Ensuring the team deliver on time, meeting the tight deadlines.

Forecasting costs and estimates on a monthly basis along with regular cost reviews with the Operations Director will be essential in this role to work effectively.

**Personal Specification**

Previous experience of working in the plumbing and heating merchant industry is essential.

You will need to be a strong communicator with a good work ethic, having the ability to adapt your communication skills to get the best out of your team whilst putting the companies best interests first

Excellent negotiation skills and building good relationships with key suppliers and clients

High level of computer literacy including advanced knowledge of Microsoft excel such as pivot tables etc

Proven track record in managing people and achieving objectives

**Main Duties and Responsibilities**

* Oversee the purchasing of plumbing and heating components for predominantly domestic New Build projects also allowing for contingencies where over runs occur and special orders are required
* Resolve any delivery or quality issues in an efficient manner to prevent delays in the delivery of our services to our customer or New Build team
* Liaise with Contract Managers and Operations Director on upcoming works to accurately forecast levels of demand for the products to meet the business needs and maintain stock at the appropriate levels
* Build strong working relationships with current key suppliers and improve the supply chain where applicable
* Manage and motivate a team of procurement staff
* Tracking of faulty goods and subsequent returns, including any excess stock levels
* Confidently liaise and negotiate with suppliers, on price increases, material availability, delivery logistics, etc.
* Regularly managing Material Specifications and dealing with change requests

**Key Challenges**

* Maintaining the smooth operation of all procurement activity within the company on a daily basis taking into consideration operational requirements, absence, supplier lead times, engineer requirements and month end deadlines.
* Developing effective and efficient procurement processes in line with the CRM system adding value where possible and continual improvement
* Being resilient and focused on co-ordinating with the Contracts Managers whilst in a fast pace environment, to get the answers you need

**Key Relationships**

* Operational Managers
* Contract Managers
* Engineers
* Administration Department

**Decision Making Authority**

* Day to day decisions on how best to manage the team and on-going tasks/ workload.