

Purchasing Expeditor – Role Profile

Title	Purchasing Expeditor
Reporting to	Head of Purchasing
Purpose of the Role	
<p>To provide proactive support by working closely with the Buying / Production team expediting POs placed with all suppliers / subcontractors to ensure the right product is delivered in a timely manner to meet the requirements of the business.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Chasing of deliveries from all suppliers by telephone and email updating internal systems to reflect actual dates. • Visiting of key suppliers / subcontractors to confirm progress is being made. • Processing of internal and external NCRs ensuring product is actively pushed through the system to achieve end dates. • Assist Head of Purchasing with the sourcing of new subcontractors based on quality and cost. • Work with production to monitor and expedite incoming raw materials. • Collect data and report supplier delivery and quality performance. • Ensure parts meet in house quality standards. • Manage workload in-line with business and customer requirements. • Attend internal and external meetings updating key personnel regularly with required information • Comply with the Management System requirements for Health and Safety ensuring others work to company and policies and procedures • Comply with Risk Assessments, Method Statements and the Health and Safety Management System • Ensure compliance with the management systems requirement for the Environment and Quality by working to company policies and procedures • Wear PPE as provided • Undertake additional responsibilities and tasks as required 	

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Key Skills

- Undertake specific supply chain projects as required.
- Excellent telephone manner
- Excellent Microsoft office experience.
- Improve the quality and reliability of suppliers / subcontractors.
- Source new, or appropriate, suppliers for business requirements
- Manage supplier portfolios from new product introduction to serial production and ensuring OTD
- Procure of products/components in new products/material or projects.
- Ability to provide quality information within deadlines
- Proactive interaction with other functions
- Team-player and ability to work on own initiative
- Attention to detail
- Be able to read engineering drawings or BOM and identify critical aspects of a specification

Qualifications

- Previous expediting or buying experience.
- Experience in an engineering environment.
- Clean driving license essential.