



Production Scheduler and Purchasing

Duties include:

- Co-ordinate purchasing and maintain an inventory of materials required to complete production.
- Produce reports for managing director.
- Attend and report all issues at production meetings.
- Ensure timely procurement of components.
- Source suppliers, work from forecasts and maintain optimum component stock levels.
- Monitor and manage supplier compliance with quality standards.
- Achieve internal operations within target efficiencies.
- The role will also involve ensuring the smooth operation of goods in, storage, supplier agreements and costs.

Qualifications/ Experience:

- Purchasing / management experience.
- Demonstrate a focus on cost, quality and delivery performance with experience in supplier auditing and development.
- Stock control experience.
- Strong negotiation skills.
- Be highly organised and motivated.
- Ability to communicate effectively with the team.
- Experience in computer systems such as Excel, etc.
- Manpower management would be an advantage

Other Information:

- Opportunity for promotion for those candidates with the right attitude