

PERSON SPECIFICATION

POST: Purchasing Manager

	Essential	Desirable	Means of Assessment
Skills, Knowledge, Aptitudes	<ul style="list-style-type: none"> ● Customer focused. ● Visionary thinker with the desire to create a truly great Purchasing function ● Lead, manage and inspire a team and colleagues ● Strong communication skills. ● Strong organisational skills. ● Process orientated ● Strong work ethic and sense of urgency ● Positive approach to work and changes to workload. ● Proactive approach to work. ● A desire to continuously improve and challenge self and others ● Flexibility to adapt to changes in the business ● Relationship builder with external and internal parties ● Negotiation skills ● Purchasing legislation / T&Cs ● Knowledge of Materials management and control 	<ul style="list-style-type: none"> ● Ability to interact with a variety of document systems / software ● Knowledge and use of Google Drive 	<ul style="list-style-type: none"> ● C.V Review ● Interview
Qualifications & Training	<ul style="list-style-type: none"> ● Degree level or equivalent professional qualification in a relevant discipline 	<ul style="list-style-type: none"> ● CIPS Level 5 qualification or above 	<ul style="list-style-type: none"> ● C.V Review ● Interview
Experience	<ul style="list-style-type: none"> ● 3 years minimum in a similar role ● Experience in all levels of Purchasing from low cost/volume to large contracts ● Experience of leading ERP/MRP system setup, improvement and reporting ● Experience of Manufacturing / Engineering sector 		<ul style="list-style-type: none"> ● C.V Review ● Interview

Special Requirements	<ul style="list-style-type: none">• Driving licence / appropriate transport (due to location)• Able to travel to visit suppliers as applicable	<ul style="list-style-type: none">• Clean full UK driving licence	<ul style="list-style-type: none">• C.V Review• Interview
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