



www.analox.net

**Analox**  
15 Ellerbeck Court,  
Stokesley Business Park,  
North Yorkshire, TS9  
5PT, UK  
Tel: +44 (0) 1642  
711400  
Fax: +44 (0) 1642 713900  
E-Mail: [info@analox.biz](mailto:info@analox.biz)

## "Your Challenge, Our Passion"

**Job title**                      **Purchasing Manager**

**Responsible to:**        **Head of Operations**

**Working hours:**        **39 hours per week**

**Location:**                This role will be divided between Office based and working remotely

**Salary:**                    **Circa £38K pa**

**Benefits:**                [Benefits booklet](#)

**Department:**         **Operations**

**Contact:**                HR Department, [applications@analox.biz](mailto:applications@analox.biz)

Analox is a world leader in the research, development, and production of life saving gas sensing products and systems. Analox provides enough structure to ensure the safety and integrity of our products, and enough freedom to make a tangible difference to colleagues and customers alike.

We have embarked on a journey to become a truly customer centric organisation with the aim of providing our customers and employees with a consistently excellent customer experience. We are a global company with offices in the UK and USA and a distribution network across each continent.

The role will be divided between remote working and our HQ in Stokesley Business Park. Stokesley is a market town in the North Yorkshire Moors and growing hub for innovative technology businesses, with fantastic commuting links and beautiful surrounding countryside

### **Why Analox?**

What makes us great? We are where we are today because of our people. We strive to care for and inspire our people to push their boundaries so that we can all work together to achieve our personal and business goals. To achieve these goals, we need you! We want you to be the best you can be and will take an active role in your personal development. Many people start and/or develop their career with us, some because they have found their niche, others because of the opportunities to progress through the organisation and the sense of belonging to the Analox family.

**What we've got to offer.**

SA223 Issue 8 Jan 19



We offer a competitive salary, a great working environment, and some great benefits including:

- Competitive salary
- Employee profit share scheme
- Flexible core working hours - 3pm finish on a Friday
- Relax on your birthday with the day off
- Free healthcare benefits

### **Job purpose:**

The Purchasing Manager is required to effectively lead a team, working with suppliers & partners alike to facilitate efficient and sustainable Supplier Management and Purchasing activities for the business. The primary focus on effective planning to maximise the delivery of quality components on time to our Production facility. Cost reduction is also a critical requirement, with a business objective of 5% year on year.

### **Main Duties/Responsibilities:**

- Lead & manage a team to deliver a high quality service to the business - roles currently include a Buyer and a Purchasing assistant.
- Play a key role in the Operations management team, collaborating with colleagues in the wider Operations team to deliver against its objectives.
- Manage a spend of over £3 million across all areas of purchasing including, component parts, packaging, supplies and utilities as well as ad hoc and day to day supplies needed for the business to function
- Manage and facilitate the company's day to day supplier & purchasing activities ensuring that all orders are placed on time and accurately to deliver the best service possible to your internal customers (stores/production/R&D and accounts primarily).
- A clear and contextual understanding of the products, components & suppliers.
- Engagement with Sales & Operational planning processes to carry out historical data analysis & collaboration with the Production Manager to define supply chain forecast & schedules for key product lines.
- Working closely with the Sales function to understand and align forecasts
- Proactive supplier management including supplier performance measurement & communication.
- Engaging with key suppliers via a variety of communication methods, including in person visits, video calls, phone and emails (mostly UK, very occasionally overseas)
- Annually deliver 5% material cost reduction
- Ensuring the maintenance of supplier records & performance information by the team



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- Maintain & develop a range of KPIs which monitor and analyse the performance of the department in line with business objectives. Delivering associated improvement activities driven by this data reporting
- Ensure all purchasing activities undertaken by you & the team deliver on time in full kits to production.
- Engagement and delivery of Purchasing tasks associated with New product introduction
- Manage the supply chain risk register and provide updates to the Head of Operations on a monthly basis.
- Proactive obsolescence management in line with through life support requirements for key customers/products. Automation opportunities available here.
- Ownership of the Purchasing & Supplier Management process (MAN03) - this will require at least annual review & update and ensuring the processes are being followed
- Strong focus on streamlining & automation through schedules & call offs.
- Contractual negotiations with suppliers (often required for military projects)

### Analox Values

1. We are Proud of what we do
2. We operate Ethically and do the right thing
3. Our Customers are at the heart of what we do
4. We are Bold, we are prepared to work outside our comfort zone

All candidates must be able to obtain a Security Clearance

So if you think you've got what it takes to join one of the world leaders in the research, development and manufacturing of gas sensing products then we want to hear from you!

### How to apply

Fill out an application form (downloadable from our [website](#)) then send it with your current CV to [applications@analox.biz](mailto:applications@analox.biz).

We regret that, due to the high volume of applications at Analox, we are only able to contact successful candidates. If you don't hear from a member of our team within 3 weeks of submission, you have not been successful on this occasion.

**We are highly committed to the safety of our employees, therefore we are currently working remotely. All interviews will therefore take place virtually.**

**\*\*Strictly no agencies\*\***



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