



BE PART OF OUR TEAM

Buyer

EPM Composites Limited

EPM are looking for an experienced Buyer to join our Purchasing team within the composites sector. Reporting to the Purchasing Manager.

You will assist in the day-to-day processes of the Company's purchasing department activities.

Responsibilities and Duties

In particular, your responsibilities will include;

- Operation of purchasing and stock-related systems, procedures, work instructions, and reporting.
- Purchase order and purchase enquiry processing and progressing.
- Telephone answering and dealing with e-mails.
- Liaise between departments, engineers and managers.
- Customer service as required, including dealing with orders and queries.
- Collections and deliveries to suppliers and customers as required.
- Filing and document control of all processed orders.
- Price negotiation with suppliers achieving the best rate for the company.
- Meeting with supplier representatives.
- Compliance with the company's written quality manual and procedures.
- Any training considered necessary or desirable by the company's management.
- Health & safety compliance in relation to the purchasing function.

Qualifications and Skills

Previous purchasing experience essential.

Excellent written and verbal communication skills with the ability to listen and learn

- Confident and good telephone manner to communicate with external suppliers and internal management.
- An eye for detail and the ability to work methodically, efficiently and have the ability to multitask.
- A desire to progress and learn within a demanding work environment.



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- Must have good computer skills, a knowledge of Sage line 50 preferable but not essential.
- Maths and English at GCSE Level Grade C or above - or equivalent.
- Knowledge of Purchasing is desirable.
- Knowledge of Javelin desirable but not essential as training will be given.

Benefits

25 days holiday plus 8 statutory bank holidays

Company pension scheme

Job Type: Full-time

Working hours: 8:00 – 16:30

Salary to be discussed at interview

To apply for this vacancies, please email your current CV and cover letter including salary expectations, to: careers@epmcomposites.com

Strictly no agencies