

**JOB TITLE: SENIOR BUYER**

**Reports to:** Operations Director

**Location:** Slinfold, Horsham, West Sussex

**Hours:** Monday to Friday, a total of 40 hours, with a one-hour unpaid lunch break

---

**The Company:**

Cordek Limited specialise in providing a wide range of solutions for the construction industry. Initially this role relates mainly to the design, manufacture and supply of bespoke complex formwork. Cordek also provides creative solutions for a wide range of other sectors: from marine, leisure and exhibitions to film and theatre.

**Job Summary:**

To create and maintain strategic relationships with our supply base, broadening it where necessary, alongside the execution of a daily purchasing function through the placing and execution of purchase orders.

**Responsibilities:**

- You should establish and maintain strategic relationships with all necessary suppliers, business groups, or partners.
- You will aim to put in place key supply contracts, SLA's or partnership agreements as necessary to set out each party's responsibilities and to ensure Cordek's interests are protected.
- You will look to establish a robust supply chain with dual sourcing on key categories and implement buffer stocks to guard against disruption in supply.
- You will assist the business in sourcing new products for resale or in the development of new products by sourcing new suppliers to support new product introduction plans.
- You will monitor and maintain all price lists and formulas, contract agreements and variations.
- You will hold regular performance meetings with suppliers to identify areas for improvement.
- You will assist in setting up direct purchase agreements for back-to-back ordering by our Customer service team on items not held by Cordek and sold directly into the market.
- You are accountable for the placing of all purchase orders within the business, and to ensure that a suitable process of delegation and responsibility is in place for others to follow.
- You will assist in any Capital Asset Purchasing through RFQ and negotiation support.
- Where necessary you will directly place all orders and manage the purchase order cycle from order placement, acknowledgement, delivery, receipt, warehousing and invoice payment.
- When delegated, you will retain a responsibility for oversight and compliance of the purchase order cycle.
- You will ensure that any failure in supply due to miss-ordering, lateness, quality or other reasons are fully investigated, documented and suitable preventions are put in place.

**Personal Specification:**

- Driven individual able to balance long term strategic results with the needs of daily operations
- Good time management skills who can apply themselves to the priority task in hand
- Good relationship builder, able to display mature and professional behaviour

**Key skills/qualifications:**

- Technical or Business Degree / CIPS qualification or extensive and demonstratable purchasing experience in a manufacturing or equivalent environment to meet the job role
- Strong knowledge of configuring and using ERP systems, excel data analysis and MS office
- Full UK Driving licence
- Good communication skills in written and spoken English, high level of numeracy and literacy

**Rewards:**

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday