

Purchasing Administrator

A new opportunity has arisen for a Purchasing Administrator to join an innovative energy storage company with experience in a manufacturing and/or purchasing environment.

The role is available for an immediate start.

Applicants are required to hold the relevant Visas/Work Permits.

The role will be based in Livingston, Scotland, and may require occasional travel to Bathgate and Wokingham.

This is a rare opportunity to join an innovative, growing energy storage company. We are a dynamic team in which everyone's contribution is essential and highly visible. redT energy has the feel of a start-up but a unique perspective in the market as a public company with over 10 years at the forefront of technology research. We operate across the UK, Europe, Africa, USA, Thailand and Australia.

The Administrator will ideally have experience within a Production or Manufacturing environment, preferably within both large and small organisations. You will have knowledge of a variety of practices and procedures within a manufacturing and/or purchasing environment. Critical to the role will be the positive impact you have across the Engineering, Commercial, R&D and Business Support teams, and suppliers, through the relationships you build.

About the role

You will report to the Senior Purchasing Administrator, working closely with the Engineering and Finance functions to manage the delivery of all required items for our product bill of materials on time and to quality specification. You will also support the whole business with purchasing requirements. You will be responsible for requesting quotes, understanding supplier capabilities, managing minimal inventory, placing orders, expediting orders and negotiating favourable terms of materials, equipment, services and supplies from suppliers.

As a small and growing company, there is significant opportunity to shape the role.

The role will involve the following responsibilities:

1. Review and understand the bill of materials for our products
2. Using Excel, prepare purchase orders, place orders for the purchase of goods and services and support expediting purchase orders as required
3. Communicate with suppliers and evaluate their products and capabilities as a supplier
4. Work with suppliers to manage redT consigned material
5. Serve as a liaison between suppliers and internal stakeholders such as Engineering, Commercial, R&D and Business Support teams
6. Evaluate quotes from suppliers and compare quotes with the specifications, availability of items and the required cost
7. Maintain organised files for all documents, across all systems, related to POs supplier/product item

8. Work with Engineering on new requirements as new products are released or BOMs are updated
9. Develop and manage new and existing supplier relationships and contracts, with a focus on managing performance, cost, service and continuous improvement
10. Interpret and evaluate supplier agreements and provide input to decisions
11. Review orders for completeness, accuracy and compliance with existing policies and procedures
12. Demonstrate continuous effort to improve operations, improve lead times, streamline work processes and work cooperatively and jointly, to provide quality seamless customer service
13. Support the introduction of a new purchasing system to improve the process

Experience

- One to two years' relevant experience in an engineering, manufacturing, production or purchasing fast-paced environment.
- Purchasing experience within a production or manufacturing or regulated environment including processing requests, gaining approval for expenditure and adhering to company process would be an advantage, but training will be given

Skills

- Excellent IT skills, including strong working knowledge of Microsoft Office suite; in particular Excel, and the ability to create basic formulas
- Internal customer and delivery focused; ability to work under pressure and flexible approach to achieving tight deadlines; excellent planning and prioritising skills, able to multi-task
- Exceptional attention to detail
- Basic understanding of purchasing and vendor/buyer relationships
- Communication and influencing skills including the ability to quickly build strong relationships both internally and with suppliers
- The ability to read and interpret documents such as drawings, as well as policies and procedures
- Ability to work on own initiative and unsupervised. Must be self-motivated, organised and able to work with minimal supervision
- Adaptable depending on the needs of the business, able to adapt duties and the role as the business requires
- Right to work in E.U.

Remuneration

Competitive package and comprehensive benefits scheme