



**PHOENIX SYSTEMS UK LTD**

# **SENIOR BUYER**

We're looking for a full time Senior Buyer to join our Purchasing Team at our Fareham Head Office.

Phoenix Systems UK Limited are your PCB, and contracted electronics turnkey solutions provider, for the manufacture of electronic equipment and printed circuit board assemblies, to the aerospace, defence, medical, transport, automotive, education and industrial sectors.

**If you're interested, submit your CV today!**

All applicants are required to email their CV to:  
[richardl@phoenixsystemsuk.com](mailto:richardl@phoenixsystemsuk.com)



# SENIOR BUYER

The Senior Buyer will be responsible for supporting the Purchasing Manager with the operational and strategic management of the Purchasing Department, including supervising and supporting the Buyers. The Senior Buyer is expected to operate within a framework of procedures and specific targets in pursuit of overall department goals and objectives.

The Senior Buyer position is an integral role within the Purchasing Department and wider operations structure providing a wealth of knowledge and experience within a commercial environment and with the system and procedures utilised by the Purchasing Department and wider business.

The Senior Buyer is expected to operate within the framework of objectives and targets determined by the Purchasing Manager but with latitude to pursue initiatives that will enable the department targets to be achieved, or processes to be streamlined.

## What you'll do:

- Identify innovative ways to improve and streamline the purchasing team processes and procedures.
- Assume overall ownership of the purchasing team, and its function, in the absence of the Purchasing Mgr.
- Participate in the recruitment process, including interviews, selection and training.
- Undertake commercial assessments of external vendors and suppliers.
- Undertake 'special projects' as required.
- Ensure that the key performance indicators (KPI's) of quality, productivity, on time delivery, and spend are consistently met by all suppliers and purchasing personnel.
- To help develop, improve & maintain quality standards within the Purchasing function.
- Support a continuous improvement policy, which enables all staff, to contribute ideas and then implement sound initiatives in a structured fashion.
- Ensure that weekly reports / publications managed by the Buyers and Purchasing Administrator are delivered on schedule.
- Take ownership of cross-checking new quotes generated from within Purchasing before they are sent to the Estimating team.



# ACCOUNT MANAGER

- Identify potential lead-time exposures due to changes in material availability, where appropriate recommend advance purchases to protect quoted lead-times and enable us to continue to provide short lead-time support to our customers
- Actively look for opportunities to reduce 'cost of acquisition' and avoid unnecessary expenditure.
- Proactively advise management of any issues that may affect delivery to agreed service levels.
- Cost materials in support of customer quotations, proactively looking to obtain best possible price and/or lead-time while also minimising excess material levels.
- Troubleshoot cost, quality and delivery concerns
- Foster optimal working relationships with internal and external customers
- Purchase materials in line with quotations, highlighting any changes in cost that impact company margins and/or exceed the SPC, actively look for opportunities to further reduce cost.

## **What you'll bring:**

- Have great attention to detail
- Proactive and positive approach
- Accustomed to working in a fast-paced department
- Excellent communicator, written and verbal.
- Strong organisational and leadership skills.
- Analytical
- Must be able to work under own initiative to solve problems
- Motivated and motivational
- Calm and collected with ability to work under pressure.
- Structured and logical approach to problem solving.
- Confident when dealing with people at all levels both internal and external to the organisation.



PHOENIX SYSTEMS UK LTD



# ACCOUNT MANAGER

## Qualifications:

- A Senior Buyer must have proven track record in the key areas of purchasing and inventory management.
- Ideally possessing or working towards a recognised qualification in business or management studies and CIPS.

## Why Phoenix Systems?

We are a family run business with over 20 years of experience and competence in the PCB, PCBA, electronics manufacturing and turnkey box build assembly facility, always embracing and investing in the latest cutting edge technology.

- Perks at Work membership providing 100s of discounts with a range of brands
- Enhanced Pension Scheme
- Enhanced Maternity/ Paternity packages
- Early finish Friday
- 24 Days Holiday with the ability to buy up to an extra 5 days holiday
- Employee referral bonus
- Free parking

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