



**PHOENIX SYSTEMS UK LTD**

# **BUYER**

We're looking for a full time 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)



# BUYER

The Buyer will be a key part of the Purchasing Department, responsible for sourcing and purchasing electronic components, managing inventory levels, and developing/ maintaining excellent relationship with our suppliers. You will manage day to day purchasing activities, ensuring that orders are placed in a timely manner, in line with a budget and demand. You will be focused on delivering cost savings and achieving departmental/company`s KPI`s.

## What you'll do:

- **Source electronic components at the agreed budgeted costs, quality standards and timeframes and manage the list of approved suppliers.**
- **Ensure items are purchased, scheduled, expedited and de-expedited IAW with MRP (or other) requirements.**
- **React quickly to the shortages, look for alternative parts, suppliers, propose solutions**
- **Customer contract reviews (identify long lead times, ensure purchasing cost is within a budget).**
- **Develop and maintain strategic partnership with a suppliers (regular meetings, negotiating prices, terms of delivery, payment, credit notes).**
- **Assess, manage, and mitigate risks, including risk reporting to the customer account team.**
- **Ensure goods in queries and invoice queries are resolved in a timely fashion.**
- **Review and monitor inventory levels.**
- **Return goods to supplier for RMA process.**
- **Develop processes to seek the continuous improvement.**
- **Proactively advise management of any issues that may affect delivery to agreed service levels.**
- **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.**



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## What you'll bring:

- Experience in a similar role, ideally in electronic components industry
- Strong commercial background
- CIPS qualified or working towards would also be advantageous
- Excellent software knowledge including Excel, Word, PowerPoint and Outlook
- Highly target and results driven
- Must be able to work under own initiative to solve problems
- Ability to meet deadlines and manage multiple tasks whilst working in a fast-paced high-volume environment
- Confident when dealing with people at all levels both internal and external to the organisation
- Excellent analytical skills with a strong attention to detail

## 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
- Pension Scheme
- 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