Purchasing Manager/Supply Chain Manager: Bedford

Formed in 1974, Ceetak Ltd is a well-established and privately owned company based in three UK locations with two business units: Engineered Sealing Solutions and Heat-Sealing Solutions and one European location. We offer comprehensive product portfolios in both divisions; and for a wide range of critical markets including Oil & Gas, Renewable Energy, Automotive, Life Sciences, General Industrial and Packaging. With an enviable reputation for high quality seal products and engineering services, the company is experiencing continuous growth and working with major clients on a national and international basis.

To support continued strategic development and future growth we are recruiting for an experienced Purchasing Manager/Supply Chain Manager. This is an excellent opportunity to join a market leading organisation.

Main Responsibilties:

- Manage, develop and mentor a small team of buyers/administrators
- Actively participate in the strategic sourcing activities for the business, with the goal of balancing cost/value/capacity to meet customer demands
- Lead the Supplier Development Team, developing new suppliers to support the company objectives and sales activities
- Manage the purchasing lifecycle including contracts drafting & negotiation, supplier & stakeholder management, full tendering process
- Maintain and develop in-depth knowledge of suppliers, market trends and apply lead risk management activities
- Expediting supplier deliveries to support inventory levels and customer demand
- Value-added re-sourcing between a preferred supplier base
- Manage risk in the supply chain to ensure material and service delivery
- Monitor and forecast stock levels
- Manage and develop supplier performance the relationship with our suppliers.
- Challenging supplier price increases and communicating these to the Commercial team
- Develop a purchasing strategy in line with the company objectives
- Ensure purchase orders are placed in a timely manner

- Meeting the company goals and objectives and specific purchasing KPI's. Supported with monthly reporting and analysis
- Develop the supply base to support sales operations.
- Working with multi-currency purchasing.
- Research and evaluate suppliers/vendors to compare pricing and services
- With support from the Quality Department, control the internal Supplier Approval process ensuring that all suppliers meet the relevant standards and all relevant certification and records are up to date, as required
- Arrange and attend supplier meetings, as required, in order to analyse and discuss supplier performance, as well as gain knowledge of the full portfolio of products and services offered
- Travel to supplier locations
- Attend internal meetings to update the wider team on purchasing issues and opportunities

Key Skills:

- 5 years+ experience gained in a similar role in a target driven, procurement function, preferably within an industrial environment
- Strong communication and negotiation skills. A results driven personality
- Able to work to strict deadlines and work under pressure
- Strong knowledge of ERP/MRP and data analysis
- Experience in the management of a small team of buyers / administrators
- Management experience and the ability to lead and support
- Deep knowledge of inventory and supply chain management

Benefits of becoming the Purchasing Manager/Supply Chain Manager:

Competitive Salary + Bonus + Contributory Pension Scheme + Health Care Scheme.

If you meet the above criteria then please apply now via our website https://ceetak.com/careers-at-ceetak or email: recruitment@ceetak.com