

About us

Ceetak Ltd is a leading provider of advanced sealing solutions, supplying high-quality, precision products to industries including Automotive & EV, Defence, Oil & Gas, Renewables, and Life Sciences & Medical.

We work closely with our customers to deliver sealing solutions that meet the most demanding performance, validation and quality standards.

The role

Working closely with the Supply Chain Manager, you will be responsible for purchasing all company materials while ensuring optimal delivery performance, maintaining quality standards, and driving cost efficiencies wherever possible.

This is a dynamic role that involves managing a diverse range of internal and external stakeholders to source, manage, and track essential resources for the business. The position requires strong end-to-end supply chain and logistics knowledge, as well as expertise in cost management and supplier relationship management.

Key responsibilities

With your extensive experience in buying/purchasing, this role will involve:

- **Supplier Management:** Work with suppliers to optimise cost and value; manage relationships and conduct regular performance reviews. Support supplier development and resourcing in line with the company's strategy
- **Negotiation & Value:** Place purchase orders and negotiate with suppliers to secure best value and discounts
- **Operational Support:** Assist the Commercial Team with day-to-day purchasing activities and ensure timely, accurate deliveries
- **Performance & Risk:** Prepare and maintain supplier scorecards; monitor performance and ensure effective risk management across the supply chain
- **Inventory & Logistics:** Manage stock requirements, scheduling, and re-ordering; handle shipping documentation and compliance
- **Systems & Data:** Utilise ERP systems for purchase order processing and KPI reporting; maintain master data (pricing uploads, item cards, etc.)
- **Sustainability & Reporting:** Collate ESG data, including CO₂ emissions from freight forwarders; conduct reporting and data analysis
- **Collaboration & Improvement:** Work cross-functionally, participate in team meetings, and contribute to continuous improvement projects.

Benefits

We offer a supportive and professional working environment where expertise is valued and continuous development is encouraged. In return for your commitment, you can expect:

- Salary of up to £40,000 depending on experience, with performance-related bonus
- Benefits package including private medical insurance (life insurance after one year of service)
- Pension contribution
- Long-term career development within a growing, technically focused business.

The ideal candidate

Qualifications and Education Requirements

- Educated to GCSE level (grades 6–9) or proven experience in a similar role within a related industry
- MCIPS qualification is highly desirable.

Preferred Skills

- Extensive experience in Purchasing and Global Logistics, minimum 5+ years experience (essential)
- Proficiency in Microsoft Office Suite – Excel, Word, PowerPoint (essential)
- Strong capability in data analysis (essential)
- Highly methodical and process-driven approach (essential)
- Ability to learn quickly, apply problem-solving skills, and work independently to consistently meet deadlines and achieve targets (essential)
- Familiarity with CRM and ERP systems (e.g., Salesforce, Hansa) (preferred)
- Ideally with an engineering background (preferred).

Competencies

- Strong team player with the ability to collaborate effectively
- Committed to delivering excellent customer service
- Maintains a positive, proactive attitude and a strong drive to succeed
- Exceptional communication and organisational skills.

The role is full-time and permanent. Based in Bedford, with hybrid working.

How to apply

Email your CV and covering letter to:

recruitment@ceetak