

**2018-01-17**

**NEW VACANCY JOB DESCRIPTION – Applications closing date 20th Feb 2018**

<b>Job Title</b>	PURCHASING MANAGER
<b>Salary</b>	£30-40k (dependant on experience)
<b>Hours</b>	Mon-Thursday 9:00-5:00 Friday 9:00-4.00

**Summary**

PROACT Medical Ltd is looking to develop a new role for a Purchasing Manager to take responsibility for the stock-holding levels and inbound supply chain of our extensive range of airway management and patient monitoring medical devices. The successful candidate will have a strong purchasing background and will take a proactive approach in reviewing current purchasing procedures, making recommendations and implementing changes. The role will be focused on ensuring efficient timely stock levels, developing supplier relations and driving supply-chain efficiencies whilst managing the Purchasing Administrator. Also working with Product Management for new product introductions to ensure compliance.

**Scope**

Based at our head office in Corby, the Purchasing Manager will report to and support the Financial Director. This is an independent role which includes supervising the Purchasing Administrator. The applicant will be expected to liaise closely with the Quality Director, Operations Director, Product Manager, Sales Director and Managing Director.

**Main Responsibilities**

- Managing the company's external suppliers to ensure continuity of supply of finished products and materials for the ongoing operation of the business.
- Managing forecasts and efficient direct product supply to our USA Distributor
- Establishing strong relationships with suppliers.
- Identifying and driving projects for cost reduction.
- Supplier appraisal and reporting against key performance expectations.
- Internal communication of stock considerations and exceptions, including chairing monthly stock meeting.
- Statistical analysis of product service level performance at SKU level.
- Development of Demand Forecasts based on historic sales and projected new business.
- Involvement in product management and New Product Introductions
- Supply Chain management and communication with logistics suppliers.

## Qualifications & Experience

- Degree level education.
- CIPS certification desirable.
- Advanced Excel Skills.
- Knowledge of SQL report writing.
- History of implementing stock management, forecasting and purchasing procedures.
- Experience of handling extended lead times and containerised import (from the Middle East & China) to both UK and USA
- QA experience and knowledge of ISO 13485 and MDD 93/42/EEC is desirable.
- Full Driving License.

## Personal

- Ability to work on own initiative and as part of a team to recognise and deliver advantageous outcomes.
- Ability to supervise, incentivise and train as necessary Purchasing Administrator
- Process driven, with a diligent and consistent approach to data handling.
- Keen attention to detail.
- Hands-on approach to pushing projects forward.
- Willingness to adapt and respond to the unexpected requirements of a medium-sized company
- Appreciation of customer service expectations and cost demands of business.
- Capacity to build close relationships both with suppliers and colleagues.

Applications to be submitted with a current CV and covering letter / e-mail to:

Tina Dupree, PROACT Medical, 9-13 Oakley Hay Lodge,  
Great Folds Road, Corby, Northants, NN18 9AS  
[tina.dupree@proactmedical.co.uk](mailto:tina.dupree@proactmedical.co.uk)