

**Job Reference:**  
**Job Title:** Buyer  
**Reports to:** Senior Purchasing Manager  
**Closing Date (If applicable):** N/A  
**Start Date:** Immediate

**Hanover Displays Limited** is a worldwide, leading manufacturer of passenger information systems for the public transport industry. All design and development, and the majority of production, is carried out at our head office in Lewes, East Sussex.

We are proud to have a friendly open environment in our Purchasing department and are looking for talented professionals to join us at an exciting time of growth and technological & organisational change.

A competitive salary package is available, including contributory pension scheme, private medical insurance, company laptop, phone, all required tools and a minimum of 23 days holiday per annum. We offer a long service scheme with your holiday increasing to a maximum of 27 days per annum.

<b>Brief Summary</b>	<p>Hanover has enjoyed significant increase in sales over the past 3 years and this impacts directly on the purchasing function. We are therefore looking for a talented Buyer to join us at an exciting time of growth and technological change.</p> <p>This is a great opportunity for an experienced Manager and leader, with direct experience of the electronics industry, to develop and evolve our purchasing department to a higher level of efficiency to meet the growing demand on the business.</p> <p>Hanover's global sales are now £60m / year and our Buyers are integral to the continued success and growth of our business.</p> <p>The successful candidate will need the necessary experience to interpret the ERP system and place purchase orders which meet the delivery dates and needs of the business.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• A background in buying electronics and metalwork within an electronic manufacturing / engineering company.</li> <li>• To be able to read technical drawings</li> <li>• Continually evaluate current and prospective vendors to ensure best possible cost, quality, delivery and overall supplier reliability</li> <li>• Data analysis including using tools such as excel, pivot tables</li> <li>• Experience with ERP systems ideally Microsoft Dynamics</li> <li>• Ability to work independently and under own initiative</li> <li>• Flexible, positive and proactive with the ability to communicate instructions</li> <li>• KPI reporting, OTD, cost savings, order book analysis etc..</li> <li>• Negotiate price, terms and related issues with vendors</li> </ul>

<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Computer Literate, able to create &amp; maintain MS word, PowerPoint documents</li> <li>• Excellent standards of verbal and written communication</li> <li>• Good organisational skills and a practical approach</li> <li>• Experience of electronic procurement</li> <li>• Experience of working within cross functional teams</li> <li>• Set a high standard of positivity, professionalism and work ethic</li> </ul>
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of engineering drawings</li> <li>• Experience of working within cross functional teams</li> </ul>
<b>Tasks and Duties</b>	<ul style="list-style-type: none"> <li>• Place purchase and expedite orders to fulfil MRP and project demand</li> <li>• Maintain MRP part and purchase order information</li> <li>• Ensure invoice queries are resolved to allow payment can be released in line with agreed terms</li> <li>• Effectively communicate with other departments including production, R&amp;D, sales, stores and accounts</li> <li>• Visit suppliers and conduct audits</li> <li>• Establish and build good working relationships with suppliers</li> <li>• Identify and source alternative components</li> <li>• Verifies that Bill of Materials details are correct and complete and highlight to your immediate supervisor, any discrepancies with any new workflows entered onto the ERP system</li> <li>• Regular review of production shortages and overdue purchase orders</li> </ul>

**Contact Information:**

Email us with your CV including details of your qualifications, experience and availability at [Recruitment@hanoverdisplays.com](mailto:Recruitment@hanoverdisplays.com)