

**Job Title:**  
**Reports to:**

**Buyer**  
**Purchasing Manager**

**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 Team and are looking for a talented professional to join us at an exciting time of growth and technological change.

A competitive salary package is available, including contributory pension scheme, private medical insurance and a minimum of 30 days holiday (including bank holidays) per annum. We offer a long service scheme with your holiday increasing to a maximum of 35 days (including Bank Holidays) per annum.

<b>Key Objective</b>	To assist our purchasing team, where your responsibilities will include the procurement of a wide range of mechanical, sheet metal and electronic components, and to participate in supply chain management improvement initiatives.
<b>Contracted parts:</b>	<ul style="list-style-type: none"> <li>• Procurement of a varied portfolio of electronics and mechanical components,</li> <li>• Negotiate price, terms and related issues with vendors,</li> <li>• Prepares purchase orders through a computerized system and places orders for the purchase of goods and services,</li> <li>• Maintaining recurring purchase orders and expediting,</li> <li>• Resolve delivery, goods inwards and invoicing issues,</li> <li>• Negotiation of pricing for non-contracted parts,</li> <li>• Reviews contracts for changes prior to bid or renewal.</li> </ul>
<b>Supplier Relationships:</b>	<ul style="list-style-type: none"> <li>• Developing and maintaining relationships with key suppliers,</li> <li>• Ensuring supply contracts are adhered to,</li> <li>• Continually evaluate current and prospective vendors to ensure best possible cost, quality, delivery and overall supplier reliability,</li> <li>• Interviews vendors and evaluates their products and capabilities as a supplier,</li> <li>• Obtains price quotes from vendors and compares quotes with the specifications and availability of items.</li> </ul>

<b>Data Management:</b>	<ul style="list-style-type: none"> <li>• Inserting / maintaining / updating data in bespoke purchasing software, maintaining high levels of data accuracy,</li> <li>• Supplying relevant information to facilitate management decision making,</li> <li>• Monitor the usage levels of the parts within the portfolio and make adjustments to the inventory holding policies in order to minimise stock outs, whilst maintaining high inventory turns,</li> <li>• To assist the Purchasing Manager in developing strategies to maximise the value obtained from the department,</li> <li>• Organizes, updates and retains product information files and purchase order records,</li> <li>• Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.</li> </ul>
<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>• Principles and practices of centralized purchasing,</li> <li>• Office procedures and equipment,</li> <li>• Common business practices relating to the purchase, pricing, terms, shipment, taxes, and payment for commodities and services,</li> <li>• Previous MRP experience a distinct advantage &amp; computer literate.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>• Produce written documents with clearly organized thoughts with proper sentence construction, punctuation, and grammar such as specifications and invitations to bid,</li> <li>• A pro-active team worker who interacts well with other employees and vendors,</li> <li>• To cope well under pressure and to work effectively to tight deadlines and targets,</li> <li>• Computer literate - MS Word and Excel advanced,</li> <li>• Proven procurement experience with experience within electrical components or parts environment.</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Developing projects to ensure continuous improvement of purchasing activity both internally and with suppliers,</li> <li>• Developing sourcing strategy in conjunction with the Purchasing Manager, which aligns with business objectives,</li> <li>• Subsequent delivery &amp; implementation of sourcing strategies,</li> <li>• Applicants should be able to demonstrate excellent supplier relationship management skills particularly in influencing and leading best practice,</li> <li>• Strong knowledge of various sourcing tools such as benchmarking, market analysis and identifying emerging markets, is essential,</li> <li>• The successful applicant should be of degree calibre and ideally be CIPS qualified or working towards or have a minimum of 5 years' experience in purchasing (preferably in an electronics environment).</li> </ul>

**Contact Information:**

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