

Job Reference:
Job Title: **Senior Purchasing Manager**
Reports to: **Operations Director**
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.

Brief Summary	<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 Senior Purchasing Manager 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 the Senior Purchasing Manager will be responsible, under the guidance of our Operations Director, for an annual materials budget of more than £15m. The current team comprises 4 full-time employees.</p>
Key Requirements	<ul style="list-style-type: none"> • A strong background in buying electronics components within an electronic manufacturing company • Ability to manage multiple supplier accounts and successfully negotiate at a high level on contracts with annual value in excess of £ 1million • Must have a minimum of 10 years' experience in buying electronic components (ideally for components used on SMT, P&P lines). • Detailed experience with ERP systems (ideally Microsoft AX) • Excellent communication and leadership skills to mentor, develop and manage a team. • Highly analytical with a strong ability to collate, review and interrogate data (using the standard MS Office tools) to help the business to make informed purchasing and stock control decisions. • A genuine team player who is flexible, positive and proactive with the ability to communicate with multiple departments. • Co-ordinate with our US business to realise better economies and efficiency wherever practical.

Required Skill Set	<ul style="list-style-type: none"> • Computer Literate, able to create & maintain MS word, excel & PowerPoint documents • Managerial experience of 5 or more staff • Good organisational skills and a practical approach • HNC or equivalent qualification in electronics • Experience of electronic procurement / part allocation • Use of Lean and removing non value added activities from administration and operational processes • A strategic approach with commercial awareness • Able to evidence excellent contracting and negotiating skills • Experience of using ERP systems • CIPS
Responsibilities	<ul style="list-style-type: none"> • Manage, lead and develop a team to ensure the business requirements are met • Conduct supplier visits and audits with quality to ensure suppliers meet the business's expectations • Ensure purchase orders are delivered on time and to budget • Effectively communicate with all other departments as required • Contribute to and deliver agreed budget cost savings plans • Working with production to meet stock target levels • Establish and build good working relationships with suppliers • Involvement with New Product Introduction, ensuring timely procurement of new parts • Regular review of production shortages and overdue purchase orders • Review supplier performance through KPI's • Maintain MRP part and purchase order information • Identify and source alternative components • Ensure ISO9001 and ISO14001 standards are adhered to • Analysing and interpreting data and trends • Commitment to the business Vision, Values and Goals • Contributing to the environmental legal requirements as stipulated by ISO14001 • Eliminating damage and waste through best design of packaging
Leadership	<ul style="list-style-type: none"> • Set a high standard of positivity, professionalism and work ethic, develop the team ensuring they have the tools and training and are kept current with the latest technology
Personal Attributes	<ul style="list-style-type: none"> • Good, tidy organization of work place and daily routines • Excellent telephone manner • Any MRP/ERP experience beneficial • Contribution to company team work policy and ethos • To adopt a flexible approach to the work environment, daily duties and training • To have a good work ethic and positive approach to all tasks • To attend and contribute to improvement meetings as required • To be self-motivated • Any foreign language skills would be beneficial

Health and Safety

- To follow the Health & Safety guidelines as detailed in the Staff Handbook
- Ensure work areas are kept safe and hazard free and report any safety hazards, conditions or unsafe practices and procedures to supervision.

Contact Information:

Email us with your CV including details of your qualifications, experience and availability at recruitment@hanoverdisplays.com