



# Job Specification

## PURCHASING MANAGER

**Position type:** Permanent, full -time  
**Location** Ipswich, Suffolk

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### Introduction, about us:

Bauder is a leading international manufacturer of building construction materials. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centered upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do. We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

'you work with friends not colleagues' (Area Technical Sales Manager)  
'the Company really looks after you as a person' (Technical Administrator)  
'there is a strong commitment to employees and sense of trust and fairness' (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of only 78 Platinum accredited organisations in the UK.



### **Objective:**

Reporting to the Sales Office Manager, providing valuable support and back-up the ideal candidate will be responsible for managing and developing the purchasing team, stock control, supplier interaction, import procedures as well as ensuring the purchasing strategy is in line with corporate requirements.

Working within a busy, fast paced team orientated customer focussed Sales & Purchasing Department, this pivotal role involves liaising with all areas of the business with an appropriate and considered approach. The emphasis of the role will be to oversee the purchase team, control stock and import requirements, review suppliers ensuring that business needs are achieved. The ability to problem solve and seek solutions is essential as is the ability to control workload with varying demands, whilst applying attention to detail.

The ideal candidate will be a strong, experienced, but personable Manager with a proven management track record, coupled with the ability to manage with a diplomatic, committed, and enthusiastic manner. Would suit a flexible team spirited candidate with a pro-active, hands-on, can do attitude combined with an engaging, motivational approach.

### **Management Role Outline of Responsibilities/duties:**

- Management of purchasing Supervisor and purchasing co-ordinators.
- Full accountability for the team and its output
- Ensure the Company's Cultural values are maintained and upheld, setting the example, leading with empathy and positivity with a nurturing and encouraging approach.
- Empathetic and Emotionally Intelligent approach to Management
- Progression of training and development of personnel within the area of responsibility
- Undertake Appraisals and identify training requirements.
- Development of the team to ensure succession planning giving everyone opportunity to grow and develop.
- Setting team and individual objectives to meet business demands.
- Handling management of issues and escalating to business when required.
- Co-ordination of holiday calendar and other ad hoc management tasks
- Ensure staffing levels, productivity and output is maintained during periods of absence and busy periods.
- Forward thinking pro-active approach

### **Purchasing Team Outline of Responsibilities/duties:**

- Pro-active and pre-emptive approach to changing departmental requirements in accordance with business needs.
- Oversee Purchase processing
- Management of stock from parent company and third-party suppliers
- Knowledge of Import procedures
- Monitoring planning and responding to stock issues
- Escalation of queries and supplier interaction
- Management of the supplier's base including supplier monitoring and assessment.
- Analysis of stock holding
- Working closely with the Logistics team to co-ordinate space and incoming stock management
- Management of stock checks in conjunction with Logistics team
- Review transport for stock purchases in conjunction with Logistics team
- Maintain/review warehouses for stock held at 3<sup>rd</sup> party suppliers.
- Work to and uphold ISO/AEO standards
- Review and complete continuous improvement objectives within the Purchase department
- Modify processes where required to ensure procedures match changes in business model.
- Ownership and development of tasks to improve efficiency within the department.
- Liaison with Sales department management team
- Liaison with Product Manager team

- Work to and uphold ISO standards.
- Develop team individual's skills and job responsibilities.
- To provide cover when necessary
- Co-ordinate set up of additional products/suppliers for the Sales and Purchase department
- Implement training for new products within sales department and review where necessary.
- Develop use of and enhance company sales and purchase computer software.
- Sales & Purchase computer software department training

**Business Strategy:**

- Develop a purchasing strategy in line with corporate strategy.
- Ensure business plan objectives for department are achieved.
- To understand and assist in development of ERP system.
- Statistical analysis and production of reports for company management team
- Management update meetings and presentations

**Key skills/qualifications/criteria:**

- Strong management skills and ability
- Sound Administrative experience
- Data process and analysis
- Excellent organisational abilities
- Previous knowledge of logistics/transport coordination
- Ability to provide accurate quotations.
- Excellent communication skills, via written and verbal mediums with the ability to relate to a wide variety of personalities.
- High degree of accuracy
- Proven experience of working to deadlines.
- Pro-active and pre-emptive approach
- Ability to work within a fast-paced environment.
- Problem solving ability, analytical and numerical ability.
- Ability to prioritise workload and react proactively to requirements.
- Proven advanced level of Computer literacy - Microsoft Excel/Word/Access
- Motivated, driven and dedication to deliver and maintain high standards of service.

This job specification is non-exhaustive and subject to change as the Company deems necessary

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