

Role: Purchasing Manager

Reports into: Head Buyer

Location: Pembroke Dock, SA72

Salary: £30,000 - £35,000

Genpower Ltd is the exclusive distributor for Hyundai Power Products for the UK and Ireland. Due to expansion, a new opportunity has arisen for a Purchasing Manager to join our team. As Purchasing Manager, you will oversee the parts purchasing process and ensure internal satisfaction and compliance. This role includes hands-on activities, will play a key role in tracking all purchases and follow the procurement process. The ability to multitask and work with others is essential.

The successful candidate will need to hit the ground running, be a strong effective negotiator and take ownership of all procurement activities whilst maintaining positive relationships with suppliers and internal teams.

Main duties:

- Daily, weekly, monthly monitoring and reporting to understand stock and spare part requirements.
- Ordering of spare parts and consumables.
- Handling internal purchase requests.
- Forecasting to ensure stock levels are appropriate to demand at all times.
- Ordering stock from both UK and Global suppliers.
- Liaising with factories with regards to orders.
- Dealing with logistics, couriers & forwarders in order to receive national and international deliveries.
- Using Oracle NetSuite system to manage stock and orders.
- Analysing sales data in order to forecast stock availability and consumption.
- Entering Purchase Orders on to accounts system.
- Review of supplier performance.
- Sourcing new suppliers for competitive rates.
- Ensuring proper filing and maintenance of documents pertaining to all purchases.
- Ensuring compliance with procurement procedures.
- Setting up and maintain a supplier database.
- Liaising with internal teams to understand purchasing requirements.
- Manage stock levels.
- Ensure items are properly stored and accountable.

Personal qualities:

- Time served experience in a similar role.
- An organised, self-motivated individual.
- Good IT skills (excel/google suite).
- Good attention to detail.
- Resilient.
- Ability to multitask, and work at pace.
- Excellent time management skills.
- Strong analytical and numerical skills.
- Excellent interpersonal and communication skills.
- Able to work both independently and within a busy team.

- Ability to negotiate with suppliers and logistics contacts.
- Analytical & data-driven with strong digital acumen.
- Problem solver with strong systems thinking skills.
- Excellent interpersonal, communication and relationship building skills.

What is in it for you?

- Competitive salary.
- Perkbox
- Private health care plan.
- Dentist and optician cash back scheme.
- Increasing holiday allowance with service.
- Pension scheme.

To apply please submit CV and Cover Letter outlining your suitability to careers@genpower.co.uk

