



JOB DESCRIPTION

Position: Purchasing Officer

An exciting position has arisen within Audio Note UK Ltd. Undoubtedly “Music’s Finest Conductor”

Audio Note UK Ltd are the only company who can claim to manufacture the full end to end product line to ensure your listening experience is maximised.

We are looking to secure the services of an ambitious Purchasing Officer who is looking to develop their skills in a challenging but rewarding environment.

This is a permanent position which has come about due to the incumbent leaving the company.

Responsibilities are outlined as follows, but are not limited to –

Main duties/responsibilities:

- In this position, you will oversee all purchasing matters companywide working collaboratively with all Departments.
- To place orders for parts, components, products, materials and tools
- Procure and evaluate offers/quotations from suppliers
- Review and negotiate prices, where possible.
- Monitor stock levels.
- Track orders and ensure timely delivery.
- Researching and evaluating suppliers
- Collecting, documenting and managing all required specifications of materials used/purchased.
- Build and maintain good relationships with key suppliers.
- Creation and management of product codes on Company software.
- Ensure products/parts purchased meet company standards.
- Provide guidance and insight to upper management.
- Liaising with Accounts Payable
- Liaising with the Logistics Department/Courier directly
- Occasional collection/delivery of goods to Suppliers.
- Attend courses/training, as necessary