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MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

## Purchasing Analyst

We are seeking to recruit a Purchasing Analyst to work in our World Headquarters in Pineham, Northampton (NN4, near Jct. 15a, M1) but working on our US system and liaising with colleagues both in the two US and UK divisions.

As our (US) Purchasing Analyst your main tasks will be to plan, forecast, and procure stock, whilst ensuring the highest level of stock availability is maintained and excess stocks are at a minimum.

Responsible for analysing and reviewing trends of circa 20,000 saleable part numbers on our US computer system. Our products are divided into product groups, associated to Motorcycle, Automotive and Cycling. Data from the Sage MAS system and Access database are then analysed in Excel and the new proposed min/maxes are calculated and submitted for approval (twice yearly). Once reviewed and approved, the postholder will be responsible for accurately uploading these into the computer system.

Regular tasks such as (but not limited to);

- Reviewing stock outages and creating priority lists;
- Reviewing the automatic purchasing generator and spot checking demand figures/trends - react accordingly by adjusting the purchase quantity and stock record, either up or down;
- Producing purchase orders and emailing them to the suppliers;
- Effectively expediting goods from suppliers;
- Create a weekly priority report for the UK and US factories;
- Stock movements between UK and US divisions to reduce overstocking situations;
- Some UK purchasing and stock lookup tasks.

To be successful this person should be comfortable both working as part of a team whilst being self-motivated. Must possess a strong analytical mind and be able to think effectively. Previous stock and purchasing knowledge are necessary, as well as being competent in Excel (at least able to do Functions such as IF, VLOOKUP and Pivot Tables). Systems and procedure/policy training will be given to the successful candidate. Candidates with an automotive and/or motorcycle interest/knowledge are preferred.

Hours of work: Monday – Thursday 8.00-17.30 and Friday 8.30-13.00. Total 40.5 hours per week. Slight variation on these hours will be considered.

Salary range dependent on experience: £24,000 - £27,000.

Reporting to the Supply Chain Manager.

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**Note:** The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.