

Buyer and Materials Planner

Full-time, Permanent

Job details

Salary

From £23,000 a year

Job type

Full-time

Permanent

Full Job Description

Who are Permal?

Permal is an expanding company, and due to this we are creating over 80 new job opportunities at our site in the heart of Gloucester in 2022. This exciting new phase of expansion means we are looking for talented skilled and semi-skilled individuals from Gloucester and surrounding areas to join us and help us manufacture award winning advanced materials.

Since 1937 Permal have pushed the boundaries of material technology, solved challenging problems and, above all, kept people safe. Our advance materials are used across the world and across multiple industries. We've protected the Royal Navy and safeguarded Underground passengers. We've shielded NATO military convoys and reinforced commercial airline cockpits. Our dedication to precision and performance is constant whether providing the NHS with vital supplies in a crisis or making mission-critical materials for NASA. Decades of experience have taken us from helping the Spitfire to soar to keeping every F1 team on track. We've always risen to the challenge.

The role

The Buyer and Materials planner's role and key responsibilities will be purchasing raw materials, consumables, and equipment for the business. This will include all day to day and Ad Hoc purchases.

Working as part of a small team, The Buyer and Materials planner will be responsible for the day-to-day planning and supervision of all materials and services, to ensure that the required equipment and goods are procured in line with quality and regulatory expectations whilst meeting manufacturing demands.

The Buyer and Materials planner will take responsibility for negotiating the best prices in line with the MOQ's, ensure the suppliers adhere to KPI's and goods are on time, and to ensure all orders for raw material, consumables and requisitions are dealt with promptly.

Benefits

- 34 days of annual leave, including Bank Holidays
- 3% Employer Pension Contribution
- Income protection scheme and Private medical cover

Responsibilities include

- To Process orders and monitor manufacturing usages to predict material and consumable usage to ensure material availability for manufacturing
- Buy and schedule material and consumables as needed
- Co-ordinate delivery dates and shipping details with suppliers
- Optimise MOQ's and lead times for suppliers so that production demands are met whilst managing inventory
- To ensure the necessary controls are maintained throughout the organisation to guarantee the integrity of the MPR system and our purchasing procedures
- Cost benchmarking of consumable items
- Managing and responding to general queries relating to purchase of materials, suppliers and transport processes.
- Support the Operations Meeting by providing and updating information relating to supply threats and opportunities
- Identify cost savings by research into specific material categories and provide information to the Operations Manager detailing supply proposals.
- Work closely with the Manufacturing team and to understand forward planning of materials.
- Support Supplier compliance by liaising with the Quality Team to evaluate & monitor Suppliers
- Working with the warehousing Team, support the receipt of purchased materials and services and keep detailed records of purchases and stocks.
- Responsible for the management of the inventory across key categories to maintain consistency of supply to relevant departments.

Key skills and attributes

- Previous buying experience, Manufacturing environment preferred
- Firm understanding of MRP/ ERP systems
- High attention to detail and able to deliver to a high standard within rigid timeframes
- A methodical and organised approach to tasks
- Being able to multi-task and prioritise effectively
- Proactive, with good problem-solving skills, able to make decisions independently.
- Awareness of Supplier Management techniques & KPIs.

Permal is a part of the Diamorph Group

Diamorph group supply advanced material solutions that ensure high performance and peace of mind in extremely demanding industrial applications and environments. The group consists of several manufacturing companies based in Manchester, Gloucester, Birmingham and Chessington in the United Kingdom, and Horni Briza, Czech Republic, with sales offices and staff in a further four countries.

The Diamorph group engages in development, manufacturing and sales of high-performance products in the areas of fire protection, high temperature process industries, transportation and industrial and military composites and the customers can be found in more than 60 countries.

Job Types: Full-time, Permanent

Salary: From £23,000.00 per year

Schedule:



- 8 hour shift
- Day shift
- Monday to Friday

Please send us an email, attaching your current CV to jobs@permali.co.uk and we will get back to you as soon as possible.