

**Job Description**  
**Interim Purchasing Operative**

The interim purchasing operative is responsible to the SIOP managed for activity relating to the purchasing and expedition of parts for the facility.

The individual will adjust schedules for timely delivery and maintain up to date knowledge of the objectives. The individual will plan and monitor material movement utilising approved methodologies for best practice implementation for materials.

Within the Operations area the Purchasing operative will work to:

- Ensure that all parts are ordered in a timely manner.
- Expedite and liaise with suppliers.
- Update and maintain master data
- Review and prioritise purchasing activity to meet the requirements.
- Act as a second for areas of stock, planning and delivery activities where necessary.

In addition, the Purchasing operative will:

- Create, maintain and enhance effective working relationships:
  1. Establish and maintain the trust and support of work colleagues.
  2. Establish and maintain the trust of the SIOP Manager.
  3. Establish and maintain good inter-departmental relationships.
- Exchange information to solve problems and make decisions:
  1. Contribute to discussions to solve problems and make decisions.
  2. Advise and inform others.

**Qualifications and Experience**

- Be able to work in a Production Environment
- Effective communications skills.
- Have proven problem-solving methodologies.
- High level of excel skills