

# M U L T I P U L S E

## Buyer

Multipulse Electronics Ltd, Woking, Surrey, United Kingdom

### About The Company:

Multipulse is a leading player in the Industrial Electronics and Communications industry, providing contract engineering and manufacturing services to clients within a large number of industry sectors. The company offers a competitive salary, benefits package and excellent training prospects.

### About the Role:

**Position:** Buyer

**Department:** Purchasing

**Reports to:** Supply & Operations Coordinator

**Job Summary:** Working within the purchasing department, supporting the Supply & Operations Coordinator in procurement activities as required.

### Main Duties:

- Requesting quotes and raising orders with suppliers
- Ensuring goods are ordered in a timely manner
- Material costing for quotes required by the Sales department
- Order progressing
- Expedite and eliminate materials shortages
- Review existing purchase order schedules and adjust to meet current needs
- Supplier management
- Monitor and review supplier performance by way of KPI's.
- Contribute to Production and Planning control
- Carrying out additional duties as may be required
- Raising orders through the company Material Requirements Planning (MRP) System

### Desired Skills & Experience

- Previous experience working in a purchasing department for minimum 3 years
- Experience in an electrical/ electronics manufacturing business
- Computer literate with Microsoft Office and Excel
- Works in a timely and efficient manner
- CIPS qualification is preferable
- Experience of purchasing fabricated and machined items is preferable

Please send all applications by email to [careers@multipulse.com](mailto:careers@multipulse.com)