



Purchasing Officer – Full Time

Salary - £19k-22.5k (depending on experience)

Apollo Creative is a leading manufacturer of sensory products for distributors across the UK. Sensory equipment is used in many different areas including schools, hospitals, care homes, and more helping people with learning difficulties to engage and encourage a variety of sensory skills. Apollo Creative have a built up a loyal customer base that continues to grow. Trading for the last 10 years Apollo Creative has now spun out and has now established itself as a standalone company and is looking to grow a new team.

Apollo Creative is rapidly expanding its business and is now looking for a full time Purchasing Officer to help continue its strong growth. The successful applicant will be enthusiastic and flexible in their approach to work. You will be self-motivated, a team player and be able to demonstrate a strong work ethic. You will be helping to ensure production targets are met whilst consistently maintaining quality throughout the business. You will need to demonstrate that you can communicate effectively on a technical level both internally and externally with production staff, suppliers, and customers.

The role is a responsible role and is target driven. It is ideal for someone who is looking to develop their career in purchasing and stock management. You must be willing to work with a small and experienced team in a fast-paced environment.

Roles and Responsibilities

Ultimately, to ensure the smooth purchasing requirements of Apollo Creative. You will need to be self-motivated and manage your own time effectively. Quality is very important to the business and you will ensure quality management processes are always fully adhered to. Responsibilities for the role include:

- Communicate with current and new suppliers to ensure you can meet and agree on the demanding production schedules. You will be building close knit business relationships to ensure quick resolutions of any issues and queries.
- You will be responsible for supplier quality, supplier selection & review, price negotiations, cost reductions, and contract improvements.
- You will be responsible for placing and the progressing of purchase orders whilst always keeping the demanding production schedule in mind. You will be responsible for ensuring purchase orders are placed on time and in the correct manner using internal systems. Whilst updating costs, codes and descriptions where needed.
- You will be working closely with Accounts to improve cash flow and maintain minimum stock levels.
- Responsible for sourcing new suppliers and materials and monitoring the best prices for materials ensuring the company gets the best value for money on purchases.
- Answering the telephone to suppliers and customers when required.
- You will be responsible for managing minimum stock levels and purchase quantities and in some cases manage short lead-time requests.
- Ensure deadlines & timescales are met and co-ordinate with suppliers and production within the business to ensure that the stock meets the standards required.

- This is a responsible role, and you will report directly to the Managing Director and work closely with Production and Accounts personnel.

Relevant Experience

- Experience of working in a manufacturing environment within electronics or electromechanics. You do not necessarily need a purchasing background.
- Previous purchasing experience would be an advantage.
- Strong IT skills, specifically in the use of the Microsoft Office Suite.
- Strong communication & organisation skills.
- Willingness to work within a small team and take on other responsibilities if and as required.
- High attention to detail with excellent communication and numeracy skills. Understanding of quality management to help improve business processes.
- A can do, positive teamworking attitude.
- Full training of internal systems will be given.

If this role is of interest to you then please send a covering letter along with your CV that states why you would be interested and suitable for this role to casey@apollocreative.co.uk or sales@apollocreative.co.uk

Please note that only applications with a CV and a cover letter will be considered.

Apollo Creative is a small company and therefore only applicants that reach the next stage of the job process will be contacted.

No recruitment agencies, thank you.