

Assistant Buyer

Sheffield – on site

About Us

Abtech is a specialist supplier of electrical connection and lighting products worldwide. Through innovation, market-leading designs, and rigorous testing, we deliver outstanding solutions and high-quality products.

We are now looking for an Assistant Buyer to join us on a full-time, permanent basis, working 37.5 hours per week.

The Benefits

- Contributory pension scheme
- Westfield Health
- Generous holiday entitlement
- Employee Assistance Programme
- Free parking

This is an excellent opportunity for an experienced purchasing professional to develop their career with a well-established, global supplier known for our high-quality products and innovative approach.

You'll thrive in a fast-paced setting where no two days are the same, immersing yourself in the challenge of balancing priorities, solving problems on the move, and keeping everything flowing smoothly to deliver real results.

What's more, you will have the perfect platform to showcase your negotiation and communication skills, building your expertise and developing professional networks that could open doors for future growth.

The Role

As an Assistant Buyer, you will deliver our procurement plan to ensure we meet cost targets and client expectations.

Specifically, you will play a vital role in managing supplier relationships, undertaking stock purchase and delivery control activities and acting as their key point of contact.

You will ensure that products meet with contractual terms and the production schedule, resolving any delay issues and supporting our delivery timescales.

Tasked with ordering goods, you will progress orders, update relevant documentation, and keep all parties updated with changes.

Additionally, you will:

- Review and check orders, identifying any mistakes
- Complete works and purchase orders for subcontractors
- Support the Buyer and General Manager as required

About You

To be considered as an Assistant Buyer, you will need:

- At least three years' purchasing experience across a variety of commodities
- Experience of negotiating with suppliers
- A general knowledge of manufacturing and production procedures
- Excellent networking and communication skills, both face-to-face and over the telephone
- The ability to autonomously manage procurement requirements
- Strong attention to detail and accuracy
- Good IT knowledge, including Microsoft Office packages
- A full, valid driving licence (due to supplier visits)

Please visit the link for further information and to apply - [Assistant Buyer - Sheffield S9 - Indeed.com](#)