

Job Description – Assistant Buyer

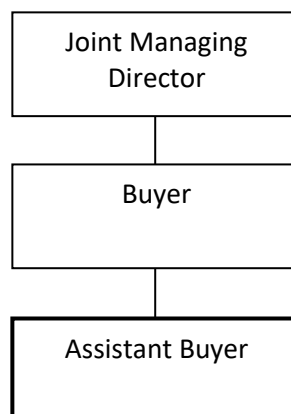
Job Title	Assistant Buyer
Location	Sheffield
Responsible To	Buyer
Date	2026

Job Purpose

The purpose of this role is to assist with the management of suppliers including stock purchase, delivery control and the development of supplier relationships.

To act as the point of contact for suppliers and to ensure that all products meet with contractual terms and the needs of the production schedule, to prevent delays and enable the Company to meet customer requirements and deadlines.

Reporting Structure



Main Duties & Responsibilities

- Responsible for the order of goods and ensuring the efficient and timely delivery of all goods to prevent hold ups and delays in customer orders
- Progress orders with no acknowledge date, a past delivery date, or where the order is required imminently
- Update EFACs and ADV to keep all relevant parties up to date with any delays
- Review the order packs and using product knowledge, check orders to ensure the right parts are being used, identifying any obvious mistakes to minimise errors.
- Completion of works and purchase orders for sub contractors
- Directly contribute to the Company OTIF targets
- Support the Buyer and other Managers as and when required

Administrative / Data Management

- Set up and maintenance of EFACs and MRP in relation to purchasing / suppliers etc

- Set up and maintenance of parts files
- Make amendments for new parts
- Update of all supplier files to ensure current information including prices, lead times and min/max stock levels
- Enter new parts on to the system following receipt of the appropriate form

Stock Levels

- Support on all stock takes

Customer Service

- Liaise with the Logistics & Planning Manager to address any problems identified on the spec sheet
- Provide support to the Buyer as required
- Ensure internal departments are made aware of any stock availability issues and changes to product

Monitoring / Reporting

- Provide progress / update reports to the Buyer and other Managers/Directors

Training

- Keep knowledge up to date on all products and suppliers
- Certifications training

General

- Ensure all individual KPI's and targets are met and contribute to team KPI's
- To adhere at all time to all the Company's policies and procedures, including Health and Safety, Quality Assurance and Equality and Diversity
- Any other duties which are commensurate with the post
- A flexible approach to work at all times and to work outside normal office hours when required

Disclaimer

This job description is only a summary designed to indicate the general functions of the role. It is not an exhaustive list expected of this post and therefore the duties and responsibilities might differ from those outlined in this description. The company reserves the right to modify duties or job responsibilities at any time. Any job description provided to you by the Employer will not form part of your contract of employment unless specified otherwise.

Person Specification – Assistant Buyer		
Knowledge	Essential	Desirable
A detailed knowledge of products and materials		✓
A general knowledge of manufacturing and production procedures	✓	
A detailed knowledge of suppliers		✓
Knowledge of MRP packages, ideally EFACs		✓
Experience	Essential	Desirable
At least two years' purchasing experience across a variety of commodities	✓	
Previous purchasing administrative experience in a manufacturing environment		✓
Experience of negotiating with suppliers	✓	
Skills	Essential	Desirable
Excellent networking and communication skills, both face to face and over the telephone	✓	
Articulate, with strong influencing and negotiating skills and the ability to work under pressure and to tight deadlines and specifications	✓	
The ability to 'hold your own' at the appropriate times	✓	
Ability to autonomously manage procurement requirements	✓	
The ability to recognise the need for improvement and suggest workable solutions	✓	
Self motivated with excellent organisational and administrative skills	✓	
Excellent record of attention to detail and accuracy	✓	
A team player with the ability to work on own initiative	✓	
Ability to work effectively in a fast paced environment	✓	
A good knowledge of IT, including all Microsoft packages	✓	
The ability to work flexible hours, on occasions when required	✓	
A driving licence is essential due to requirements to visit suppliers	✓	
Qualifications	Essential	Desirable
GCSE's or equivalent – good standard	✓	
A-level or equivalent education	✓	
CIPS qualification or equivalent		✓