

Job Vacancy: Junior Buyer

About us:

We've been designing and manufacturing life-saving products for 25 years, protecting iconic buildings across the globe, and the people that occupy them. Our team members are passionate, driven, and up for a challenge. Our mission is to create a safer, sustainable future.

Advanced Electronics is a wholly owned subsidiary of Halma plc, a FTSE 100 listed company with more than 40 subsidiaries operating globally within the group, successfully growing year on year. Halma is “a market leader in specialist safety, health and environmental technologies”. Halma’s purpose is “Growing a safer, cleaner, healthier future for everyone, every day”.

About this role:

As a member of Advanced's Operations Team you will support the business to meet production demands and help manage our supply chain.

You'll be:

- Working closely with our team of buyers, learning from them, and developing your skills and knowledge.
- Proactively managing supplier relationships, working with them to ensure on time delivery and supporting any new suppliers
- Making sure our ERP system and company records are up to date and accurate.
- Creating and developing KPI reports to support the efficient running of the function, these will include, stock management and min-max reporting
- The go to person for the purchase of key commodities within the company, as well as purchasing activities for areas including building services & other day to day business requirements
- Working with a range of internal and external stakeholders, to resolve queries and deliver a customer focused service. For example:
- Supporting and liaising with internal departments, such as Finance and Planning

About you:

- A confident and clear communicator
- A problem solver with a proactive approach
- IT savvy, with a keen eye for detail and excellent organisation skills
- A team player, who thrives in a collaborative environment
- Experience working in a manufacturing / engineering environment

Job location:

The Bridges, Balliol Business Park, Newcastle Upon Tyne NE12 8EW

To Apply

If you're excited by this opportunity, we'd love to hear from you! Please tell us about yourself by uploading your CV: https://halma.wd3.myworkdayjobs.com/en-US/Halma/job/Newcastle/Junior-Buyer_JR24_000608?hiringCompany=75705bdd576d10010b948371c5560000