



## Job Vacancy

# BUYER

Distinction Doors is a market leading composite door manufacturer based in South Yorkshire across two sites: Tankersley manufacturing site (Jct 36) and Sheffield warehouse (Jct 34). As the UK's leading GRP composite door supplier to the UK Door Fabrication industry, we pride ourselves on the excellence of our product and service. Every member of the Distinction Doors team is passionate about our composite doors. From customer service experts to technical specialists, every member of the team is dedicated to making sure that every customer benefit from the Distinction difference.

A vacancy has arisen for a Buyer in our Procurement Department.

### Duties:

- Assisting in managing and controlling all the company's external suppliers with emphasis on the purchase of materials and finished parts for production and distribution.
- Buying all stock from UK suppliers
- Coordination of Purchasing activities with relation to Cost, Delivery and Quality
- Taking ownership of tasks related with administration of purchase orders – this is end to end process from raising POs through all sorts of amendments (price/date/quantity) to verification of delivery
- Conduct research for new components and suppliers
- Compile data relating to supplier performance to enable evaluation.
- Assisting in maintaining strategic relationships with key suppliers who are aligned to the company's needs.
- Raising purchase orders for non-stock and stock items
- Assisting with forecasting of all stock UK and overseas
- Assisting in sourcing new products or alternatives at the best price

### Skills & Experience:

- Excellent communication skills using information to influence others
- Advanced problem solving
- Results driven
- CIPS qualified or working toward
- High competency level in use of Microsoft Office (Excel, PowerPoint, Word)



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### What's on offer:

- 25 days holiday plus bank holidays
- Company pension scheme
- Health Shield cash plan following successful probation

If you think you are our ideal candidate, please apply to HR or email [support@distinctiondoors.co.uk](mailto:support@distinctiondoors.co.uk).