

Buyer

About NOTE Windsor

NOTE Windsor (NWI) celebrated 40 years of manufacturing in 2023. Born out of a PCB fabricator NWI started electronics manufacturing in Windsor in 1988. The factory was acquired by NOTE in 2018 and had its best year on record in 2023, reaching £24M of sales and on target operating profits.

NOTE has also acquired two other sites in the UK in recent years. Therefore, with four factories and over £50M sales, NOTE UK is now a formidable electronics manufacturing company **turning product ideas into reality** for our customers.

Job Role:

Reporting to the Purchasing Manager you will be part of our local Purchasing team providing supply chain support to the factory. As a buyer your role will include such activities as, reviewing demand, raising, and scheduling purchase orders to match at the most effective cost, expediting urgent requirements, and liaising with suppliers to ensure delivery and quality targets are met. You will also be liaising closely with the production and account management teams to ensure effective supply of materials to meet our customers' requirements.

Demand and supply are detailed in our computer stock system (QL) and accurate record keeping is required. You will have exceptional attention to detail and high levels of accuracy in your work as well as an analytical approach to problem solving. Previous manufacturing or electronics supply chain experience is preferable, but not essential.

Responsibilities:

- Purchase components in line with customer demand using our computer stock system.
- Expediting / rescheduling orders to ensure on time delivery.
- Purchase ad hoc urgent requirements to meet production schedules.
- Ordering MRO items as required.
- Manage suppliers' orderbooks to ensure alignment with our demand.
- Manage quality issues with suppliers to ensure best quality parts are available to production.
- Investigate inventory and supply errors in conjunction with Stores to help prevent future errors.
- Manage component consignment program and backfill any shortages.

Remuneration, Hours & Benefits

Reporting to:	Purchasing Manager
Remuneration:	up to £34K per annum <i>depending on experience</i>
Normal Working hours:	37hrs / week Mon – Thu 08:00-16.30 (half hour lunch) Fri – 08:00-13:00 (no lunch)
<ul style="list-style-type: none">• Holiday• Pension Scheme• Parking	5 weeks + bank holidays + long service extra days Auto Enrollment (5%+3% contributions) Free parking on site

How to apply:

Visit our Careers page <https://note-ems.co.uk/careers-note-in-the-uk/> to view all current vacancies.

Complete the NOTE online application form [NOTE UK Job Application Form](#) attaching your CV and covering letter.

Closing date for applications 27th April 2025