

## NOTE Basildon Job Description

### Purchasing

Job title	Purchasing Manager
Department	Purchasing
Job level	Manager
Line manager	Operations Manager / Managing Director
Direct reports	4

#### About the company

**NOTE Basildon** is a leading **Contract Electronics Manufacturing company** servicing all sectors of the Electronics market. We are locally based in Basildon SS14 3BN, and part of the larger NOTE group.

With over 40 years' experience, **NOTE UK** has built a strong reputation for the on-time delivery of printed circuit boards, PCBAs, box builds, and final assemblies. Operating from our sites in Windsor, Haddenham, and Basildon, we are a trusted end-to-end **Contract Electronics Manufacturer**, dedicated to turning product ideas into reality. We pride ourselves on offering flexible, professional solutions while maintaining the friendly, 'can-do' attitude. [www.note-ems.co.uk](http://www.note-ems.co.uk).

#### Job role and scope

You are part of the Senior Leadership Team (SLT) and will lead a small team of buyers in a busy purchasing department based in NOTE Basildon. You will be responsible for providing timely and accurate costing proposals for new quotes. Your team will also be focused on new product introduction and day-to-day production and non-stock buying; ensuring that suppliers are chased to ensure timely delivery of stock components and products.

The role will demand a 'hands-on' approach with the ability to work at pace and be tenacious to see things through to a successful outcome. You will work collaboratively with business development, customer service, production, quality and engineering departments to ensure that the supply of stock meets the requirements of this busy factory.

#### Main responsibilities

1. Negotiate supplier price, lead time and delivery quotations.
2. Manage purchasing for strategic customers.
3. Develop close working relationship with other key functions in the company to support commercial negotiations for new projects.
4. Analyse complex data for multiple components and reach decisions on the best purchasing options.
5. Ensure the correct use & data integrity of the MRP system, Factory Master, to support purchasing and quoting activities.
6. Provide additional support in the day-to-day buying and purchasing activities of the team in times of high workload or absence.
7. Recruit, induct and train new starters and support development of less senior team members.
8. Set future department goals and assist in projects for further business improvement.
9. Present and evaluate data to Head Office for Group and local KPIs.
10. Represent the department in monthly management meetings.
11. Ensure all procedures and work practices are up-to-date and fit for purpose, representing the department in QA audits.

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### Skills, knowledge & experience

- ✓ Supply chain management and purchasing experience within the electronics industry (ideally Contract Electronics Manufacturing).
- ✓ Previous experience as a senior buyer; minimum of 5 years.
- ✓ Knowledge and experience in the use of an ERP system such as Factory Master.
- ✓ Able to lead and manage others with purchasing responsibilities.
- ✓ Excellent organisational and planning skills.
- ✓ Strong numerical and analytical skills using Excel and databases.
- ✓ Problem solving and strong initiative to think laterally and find solutions.
- ✓ Excellent communication skills and experience liaising with suppliers and internal / external customers.
- ✓ Able to demonstrate resilience, persistence and agility to overcome purchasing hurdles and setbacks.
- ✓ Able to work calmly and effectively in pressurised environments; responding proactively to quick timescales and deadlines.

### Company values

At NOTE, we believe our people are the key to our success. Each achievement and successful customer partnership is made possible by the dedication, expertise, and passion of our team. Our values lie at the heart of how we work and grow:

- **Sustainability:** We take responsibility for people and the planet, working toward a better society through responsible manufacturing.
- **Quality:** We believe in getting it right from the start.
- **Proactivity:** We act with clarity and purpose, ensuring sustainability and integrity in every interaction.
- **Flexibility:** We adapt to meet customer needs with tailored solutions.
- **Solution-Oriented:** We create a stimulating, problem-solving environment that drives results.

These principles ensure we deliver the right quality, at the right time, and at the right price; while building long-lasting partnerships.

### Remuneration package

Salary	Up to £47k (dependent on skills & experience)
Working hours	Full time is 39 hours per week Mon to Thurs 08:00 to 16:30 and Fri 08:00 to 15:30
Holiday	25 days plus Bank Holidays (includes Christmas shutdown)
Pension scheme	Auto-enrolment with NOW pensions 5% + 3% company contributions
Excellent working environment	Free parking, spacious offices & employee facilities. Complimentary fruit, hot drinks and breakfast provisions.

### How to apply

If this sounds like you and you are keen for a new management opportunity in procurement / buying and to join this busy and dynamic team, please send your CV and a letter of application/cover email to Sarah Medhurst to [hr.ukba@note-ems.co.uk](mailto:hr.ukba@note-ems.co.uk).