

# Apprenticeship Opportunity

## Buyer

### Purpose of job

To ensure an effective and efficient supply chain is in place between suppliers and AEUK which supports the effective operation of AEUK exceeding targets including customer delivery and quality.

- Ensuring PO's are placed in a timely fashion and expedited effectively.
- Ensure continuity of supply throughout the supply chain managing overall supplier performance.

### Reporting relationships

Reporting to Buying Team Lead

### Location

Dorset Innovation Park, Winfrith

### Employment status

Fixed Term Contract, 37 hours per week

### Intake date

August 2024

### Primary Responsibilities

- Quoting, Purchase Order placing, Expediting, Product Sourcing, Supplier Management
- Assist in the delivery of supply chain Quality, Delivery and Cost.
- Assist in the management of allocated suppliers including performance reviews.
- Maintaining ERP system data to ensure data integrity, accuracy and efficiency
- Provide support to strategic buyers, supply chain project teams as required.
- Other duties within Supply Chain Dept. as assigned
- Ensure adherence to legislative, regulatory and corporate compliance.
- Support the development of AEUK supply chain maturity and performance.

### Knowledge, skills and experience

- Able to prioritise workload and manage conflicting demands.
- Awareness of procurement processes.
- Skilled in Microsoft Office (Excel, Word, PowerPoint) – IT capable.
- Able to manage/ analyse data.
- Able to read technical drawings an advantage

### Education Requirements

- A Level, Maths/English/Sciences

### More information

The successful candidate must be able to achieve full SC (Security Clearance).

### How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to [recruitment@uk.atlas-elektronik.com](mailto:recruitment@uk.atlas-elektronik.com) by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

... a sound decision