

# Job Vacancy

Realise the next step  
of your career

## Purchasing Supervisor

POSITION TYPE: Full time, Permanent

LOCATION: Ipswich, Suffolk



# Introduction

## Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

## About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

## Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

*'you work with friends not colleagues' (Area Technical Sales Manager)*

*'the Company really looks after you as a person' (Technical Administrator)*

*'there is a strong commitment to employees and sense of trust and fairness' (Manager)*

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of the highest IIP accredited organisations in the UK.

Bauder is an Equal Opportunities employer

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## Objective:

Working collaboratively within a fast paced, team orientated Purchasing function, you will take responsibility for taking the current exceptional team to the next level of procurement. Reporting to the Purchasing Manager, the emphasis of the role will be to work with the existing team members to build key skills and to improve current processes. It will involve resolving daily issues, building and maintaining supplier relationships and helping to build the future purchasing team within Bauder.

Excellent communication skills, the ability to problem solve and seek solutions is essential, whilst applying attention to detail with a diplomatic and pro-active approach. As an individual you should be familiar with supply chain procedures and be able to interact with Suppliers, clients, and both external and internal departments. The ideal candidate will have strong purchasing experience and will be looking to develop both themselves and their team members.

## Outline of supervisory responsibilities:

- Primary responsibility for the daily management of specific team members.
- Providing structured training and guidance to pro-actively encourage individuals and team development to ensure succession planning.
- Empowering the team to take ownership of their roles/responsibilities.
- Responsible for managing up and organising updates/meetings with the Team Manager.
- Actively working with other supervisors and management to ensure a consistent approach within the department.
- Providing an empathetic and emotionally intelligent approach to demonstrate a positive, nurturing and encouraging supervisory style.

## Outline of main responsibilities/duties:

- Primary responsibility for agreed functions/areas of the team.
- Resolution of daily issues—including data collation of.
- Managing supplier relationships and performance.
- Supplier lead time review and relevant internal updates.
- Data presentation of monthly spend, KPI, non-conformance tracking.
- Demand planning, working with external sales team and suppliers to provide forecasting.
- Participating in pricing reviews.
- Contributing to the continuous improvement of procurement processes.
- Auditing of internal processes.
- ERP database update.
- Ensure compliance with industry and company standards in all procurement activities.
- Recruitment, onboarding and training of new team members.

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# Job Specification

Sep 2024-v3

## Experience:

- Desirable previous experience in a Buyer or Supervisory role including; team coaching, supplier relationship and performance development

## Key skills/qualifications/criteria:

- CIPS level 4 achieved or prepared to undertake.
- Leadership skills.
- Develop and maintain commercial awareness, internally and industry wide.
- Proactive approach with “can do” attitude and ability to motivate others.
- Analytical skills, with strong problem solving ability.
- Proven negotiation skills.
- Good understanding of supply chain procedures.
- Proven advanced level of Computer literacy - Microsoft Excel/Word/Access.
- Sound Administrative experience.
- Knowledge of ERP.
- Excellent organisational abilities, and able to effectively manage and prioritise workload.
- Effective communication skills, via written and verbal mediums.
- High degree of accuracy.
- Ability to work within a fast-paced environment with proven experience of working to deadlines.
- Motivated, driven and dedication to deliver and maintain high standards of service.

This job specification is non-exhaustive and subject to change as the Company deems necessary.



*“Thriving Purchasing Departments are busy, fast paced environments where no two days are the same. Here at Bauder we are pleased to have such a Purchasing Department which specialises in keeping the warehouses full of Bauder products and managing our third party suppliers to ensure that they deliver the right product at the right time to our approved contractors.*

*My name is Suzanne and I’m the Purchasing Manager at Bauder. I’ve been here 2 years and have over 20 years of Purchasing experience. We currently have a team of 12 and we are looking to strengthen the team with a new supervisor role which will work closely with our approved suppliers to ensure that they deliver the correct level of service and product that the Bauder reputation demands. We are held in high regard within the market for good reason and we strive to maintain our high standards.*

*If you’re looking for a proactive role where you can develop your own skills and have a significant input in the running of a purchasing team please get in touch.*

*We look forward to receiving your application.”*

*Suzanne Leask, Purchasing Manager*

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