

Moss Europe Ltd, one of the founding companies of the British classic car parts industry. Moss prides itself on stocking the broadest range of parts & accessories available for British classics. Are you the ideal candidate to join our purchasing team?



Buyer - London

Closing date 9th September

Responsibilities

- Responsible for purchase of stock lines from a set of suppliers allocated in line with the company inventory policy and parameters. Ensure timely replenishment of stock into warehouses.
- Releasing purchase orders and schedules to suppliers.
- Checking order confirmations to ensure supplier is supplying right quantities at the agreed prices.
- Continuous coordination with suppliers to ensure timely delivery.
- Monitor and improve delivery performance for their suppliers.
- Identifying alternate sources using electronic catalogues and negotiate the prices.
- Work closely with our R&D & Marketing Depts. to identify & develop new product opportunities.
- Produce reports to monitor low stock, excess stock, purchase from specific suppliers.

Profile

- Classic car part knowledge is advantageous but car parts knowledge is essential.
- Two years experience as a buyer within the automotive industry.
- Competent IT skills (MS Excel/Word/Access), knowledge of the Kerridge parts system an advantage.
- Professionalism when dealing with colleagues, other departments, branches and suppliers.
- Excellent interpersonal skills, accompanied by professional telephone skills.
- Ability to work in a fast changing, competitive and pressurised environment.
- Ability to organise work load, priorities & multi-task.
- Ability to complete tasks accurately and within given time scale.
- Positive outlook, working as a team player with a 'can do' approach.

To apply please send a copy of your CV and a covering letter to: Prabhjeet Singh, Purchasing Manager, Moss Europe Ltd, Unit 16, Hampton Farm Ind. Est. Bolney Way, Feltham TW13 6DB or e-mail psingh@moss-europe.co.uk *Only successful candidates will be contacted.*

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