



## Who we are

TR Fastenings (TR) is part of Trifast plc and is a leading international specialist in the design, engineering, manufacture, and distribution of high-quality industrial fastenings and Category 'C' components principally to major global assembly industries. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers.

We are looking to recruit a Buyer / inventory controller on a permanent basis to join our National Distribution Centre based in the West Midlands (WS2 8DQ).

## The Role

Reporting to the Purchasing Team Leader, your role will be to ensure that stock is purchased in a cost-effective approach from approved sources, ensuring all sales requirements are dealt with in a timely and efficient manner.

Working hours: 37.5 hours per week, 08:30 – 17:00 Monday to Thursday and 08:30 – 15:45 on Fridays.

## Key Tasks

- To purchase stock to requirement via purchase orders – in line with customer forecasts or customer demand history.
- To ensure TR exposure on stock levels is minimised whilst ensuring Customer stock levels are maintained in an efficient manner.
- To be a liaison between Warehouse and Purchasing team.
- To monitor and achieve targets for your portfolio's stock availability levels and period (stock weeks).
- To ensure only approved suppliers and sub-contractors are used for quotations and stock purchases.
- To issue RFQs for price, availability and lead time for any requirements.
- To support the Sales teams to maintain a nil backorder situation.
- To participate in projects as required and ensure invoice queries are managed.
- To assist in any other support the wider procurement function may need.



## The Candidate

Ideally you will have a background within procurement and/or experience working in a manufacturing or Goods supply environment. We are looking for a candidate that understands or has experience working on an MRP system (ideally Microsoft Dynamics 365, however training will be provided) Ideally you will have knowledge of fastenings or C-class components, however this is not essential as full training will be provided on products.

You will need to have excellent communication skills together with a good telephone manner and be able to communicate at all levels. We need someone who can think strategically and understands the value their role brings to the company and other departments. Being a good all round team player is a must, as is the ability to work to deadlines and think on your feet.

The successful candidate must be able to demonstrate flexibility in their approach, be able to prioritise and remain focused at all times, along with the ability to be able to negotiate. It is advantageous that you will be proficient in the use of Microsoft products in particular Excel, although this is not essential as training will be provided.

## What we offer

- On-site parking
- Life insurance
- Pension

## To apply

If you are interested, know of someone who might be or have any queries, please contact:

### **Tiago Lopes**

Group HR Advisor

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To apply for this role, kindly send your CV and specify the position you are applying for to the above email.