

Sourcing Co-ordinator

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. 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 Sourcing Co-ordinator on a Fixed term contract until the end of 2022, to join our established team at Waterside Park. Disciplines will cover the sourcing, benchmarking, supplier negotiation and identification of potential suppliers against the customer requirements.

This role will appeal to people who have an inquisitive nature in understating how components are manufactured and distributed throughout the world. This attribute will stand you in good stead for your development and progression within the Company.

The Role

The role will be to operate as part of the Sourcing Team, ensuring all components are sourced competitively, effectively and efficiently. Communicating with team members as necessary to enable set targets can be achieved.

Key tasks include:

- Working with the Sourcing team to ensure that all processes are followed, and all targets are achieved
- Sourcing engineering fasteners to international standards and customer drawings
- Transferring key data from suppliers' quotations to the TR enquiry portal accurately
- Ensuring all data received from the vendor translates and agrees with the customer's requirements
- Ensuring appropriate sourcing and supplier selection
- Communicating with the sales departments to ensure all information is understood
- Managing supplier relationships to ensure optimum costs for the component and all other equipment that relate to this part
- Conduct benchmarking analysis to identify continuous cost & process improvements

The Candidate

The successful candidate needs to have excellent communication skills both written and verbally, together with a good telephone manner, strong negotiation skills and the ability to work alongside all stakeholders at any level of the business. Being a good all round team player or on your own initiative is a must as is the ability to work to deadlines and think on your feet.

The ability to demonstrate drive and the willingness to learn from a well-established business is essential along with strong and capable analysing skills.

Experience in the use of Microsoft Word, Excel and Outlook and have a good standard of numeracy and literacy is required for this role.

To Apply

If you are interested, or know of someone who might be, please contact Katia Sparks on 01825 747 324 (extension 4324) or email your CV to careers@trifast.com.

