

Job Specification

Senior Buyer – Akhter Computers Ltd

Salary Range £30-£40K

Full Time Role – 39 hours per week

Start Date - ASAP

Based in Harlow, Essex – Akhter Computers Ltd, Head office

Akhter Computers is a long-established company based in the UK, providing latest technology, products and services to both the Public Sector and Ministry of Defence. The company continues to build on its strong partnerships with its key stakeholders providing added value services through the development, implementation and support of effective information and technology strategies for maximum return on investment.

The company now has an exciting opportunity for a Senior Buyer to join our Procurement Team.

Your primary duties would include the follow;

- 1) Negotiation and procurement of information technology products and services for our key stakeholders as defined by our procurement strategies.
- 2) Deliver procurement strategies for specific projects, working to support both our internal and external sales teams.
- 3) Update and maintain our product catalogue offered under specific MOD contracts.
- 4) Effective communication, reporting and analysis of quality management information regarding outstanding orders, item details, delivery and receipt of goods to our sales, production, warehouse and finance teams on a weekly basis.
- 5) Pivotal in spotting procurement opportunities using latest product, market and consumer knowledge and market awareness within the information technology industry providing added value support for our “In House” teams.
- 6) Demonstrate the ability to proactively engage and influence key stakeholders of the business by continuing to build on long term supplier relationships within the business.
- 7) Support the Procurement Manager as a key member of the procurement team.

We would require you to have;

- Practical and theoretical commercial experience of a full procurement lifecycle.
- Ability to think proactively, anticipate and assess risks and provide high quality action plans and solutions where required.
- Experience of procurement systems, such as Microsoft Dynamics or similar, training will also be provided.
- Effective communication, negotiation and time management skills with the ability to work both on own and as an effective key member of the Procurement team.

Benefits to our employees include 4 weeks annual leave with one additional day for each completed holiday year of service, up to a maximum of 25 days + bank holidays.

The company operates an Auto Enrolment Pension Scheme

Car parking on site.

We want to ensure that all employees, future employees and applicants to Akhter Computers Ltd are treated equally regardless of age, gender, marital or civil partnership status, colour, ethnic or national origin, culture, religious belief, philosophical belief, political opinion, disability, gender identity, gender reassignment or sexual orientation.

Should you wish to apply for this position, please email your CV to anita.upton@akhter.co.uk