



JOB DESCRIPTION – Purchasing Executive

Reporting to: Purchasing Lead / Asset Manager
Location: Avtrade Global HQ, Sayers Common, West Sussex

Function:

The **Purchasing Team** are responsible for the sourcing and selection of suitable, cost effective and reliable suppliers of aircraft components and business services, able to meet the business requirements.

The Purchasing Executive role will support business inventory requirements, internal and external customers with responsibilities associated with both tactical and strategic purchasing of aircraft components and business services. Working with Avtrade's vendor base worldwide ensuring quality is in line with business objectives & policy, on time delivery and contract adherence whilst minimalizing costs. All functions to focus on stock availability, reducing costs and customer satisfaction.

Key Responsibilities:

- Purchase inventory for stock and specific customer requirements
- Management of daily tactical and strategic work to ensure timely responses in sourcing and purchasing aircraft components to maintain optimum inventory levels and support internal and external customer requirements
- Purchase non stock items and commercial buys, both on standing orders and for specific requirements.
- Evaluate and recommend suppliers to quality and industry approved standards
- Work with existing and potential suppliers, securing best price through effective negotiations and collaboration to achieve business objectives
- Issue purchase orders on behalf of Avtrade
- Co-ordinate with internal department to ensure PO compliance
- Expedite open orders to achieve on time delivery
- Demonstrate, develop and maintain excellent Avtrade/supplier relationships with people at all levels
- Assist with department training and interdepartmental training of new staff
- Assist with monitoring Purchasing Administrator performance using KPI's and regular meetings
- Obtain warranty return approvals and liaise with internal departments on rejected units
- Organise supplier meetings including occasional travel to supplier sites targeting poor performing suppliers
- Develop, produce & analyse reports supporting and improving departmental KPI's
- Identify, monitor and liaise with non-performing Suppliers
- Monitor improvement measures with non-performing suppliers
- Support the Asset Manager to undertake other duties /projects as required
- Adhere to Avtrade processes and procedures
- Understand and adhere to Export Control regulations where relevant
- Any other duties as requested

Requirement



- Experience in an aircraft component, MRO or trading environment required, preferably within Purchasing; 12 months + experience preferred
- Experience in commercial purchasing beneficial
- Knowledge of aircraft components with awareness of component conditions, certification and airworthiness regulations
- Understanding of IPC's, alternative part numbers and aircraft effectivity
- Passion to develop in depth knowledge and skills within the Purchasing department
- Proactive, self-motivated and driven to succeed in a busy environment
- Analytical thinker with strong problem solving ability
- Self-motivated, flexible and adaptable to work in a busy environment
- Excellent communication skills at all levels, verbal and written
- Enjoy engaging with suppliers and internal departments, ability to build excellent relationships
- Professional and confident telephone skills
- Ability and drive to guide and mentor Purchasing Administrators
- Strong organisation, time management and excellent administration skills
- Excellent ability to multi-task, prioritise and meet deadlines
- To work a 37.5-hour week, Mon-Fri between 07:00 – 19:00, flexibility on work hours' essential
- Good computer literacy, highly proficient in the use of Microsoft Word, Excel and Outlook with some experience with Nav, Quantum and web based Aircraft parts databases highly advantageous
- Language skills desirable