



Buyer

Location: Head Office – West Bromwich, B70 0XA

Salary: Competitive (depending on experience)

Job Type: Full-time (Monday – Thursday 8.30am – 5pm)
(Friday 8.30am – 4pm)

About Carlyle Bus and Coach:

Carlyle Bus & Coach Ltd is the leading parts and service solution provider for the bus and coach industry, delivering parts to operators throughout the UK, Ireland, Europe and world.

For further information visit: www.carlylebusandcoach.com

Job Description:

We are looking to recruit an experienced Buyer to join our busy office in West Bromwich. The successful candidate will be part of the Purchasing team, which involves working in partnership with internal and external stakeholders. You will be responsible for sourcing parts and managing vendors, searching for better prices and finding more profitable suppliers. The successful candidate will be able to perform procurement activities across multiple categories of spend.

The role will include:

- Regular meetings with new and current suppliers.
- Answering technical enquiries from our Sales team.
- Managing the tendering process for large contractual business.
- Sourcing high quality and competitively priced goods.
- Manage and develop supplier relationships and performance.
- Interpret and analyse data to ensure efficiencies and savings where applicable.

Essential Skills and Attributes:

- Previous Purchasing or Category Management experience.
- Excellent organisation skills and the ability to prioritise workload.
- Attention to detail.
- Strong Microsoft knowledge, including advanced Excel skills.
- Knowledge and experience of using MRP systems or similar.
- Strong communication skills with the ability to influence and negotiate internally and externally at all levels.
- Can remain calm under pressure.
- Enthusiastic, positive and confident.

Desirable Skills and Attributes:

- Knowledge of Sage computer systems.
- Understanding of aftersales, in particular parts and service.
- Knowledge of Seating, Mirrors, Electrical or Lighting.
- CIPS qualified or studying towards.

To apply please send your CV, covering letter and salary expectations to:
matthew.dunn@carlylebusandcoach.com

Carlyle Bus & Coach Ltd. is an Equal Opportunities Employer