



Job Title:	Buyer	Date Revised:	April 22, 2026
Department:	Supply Chain	Job Level:	Mid
Location:	Westford	Position Type:	Full-time, permanent
Reports to:	Supply Chain Manager	Travel Requirement:	In-frequent

Job Summary:

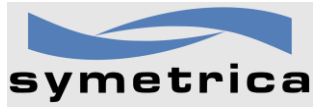
The Buyer is responsible for end-to-end procurement, supplier management, and material availability to support a fast-moving manufacturing operation in Eastleigh, UK. This experienced role combines strategic purchasing with hands-on operational responsibilities, including shipping, receiving, goods-in inspection, inventory accuracy, and daily support of, but not limited to the planning, manufacturing, R&D, and quality teams. The Buyer also collaborates closely with the US-based Supply Chain Manager for alignment on global sourcing, strategy, and performance.

Duties & Responsibilities:

- Create, manage, and maintain accurate purchase orders aligned with production demand, inventory levels, and company objectives while ensuring accuracy.
- Perform strategic sourcing of materials, components, and services; identify and qualify alternative suppliers to ensure continuity of supply.
- Evaluate supplier pricing, lead times, capability, and commercial competitiveness to drive cost reduction and value improvements.
- Work closely with Engineering, Planning, Operations, and Quality to resolve supply issues and expedite critical materials.
- Oversee receiving operations: verify against Purchase Orders and packing slips for part accuracy, quantities, drawing revisions, certifications, and quality requirements.
- Manage outgoing shipments, ensuring documentation accuracy, correct packaging, and on-time delivery to customers and suppliers.
- Maintain accurate stock locations, labeling, traceability, and inventory records.
- Collaborate with Finance to resolve invoice discrepancies and ensure accurate purchasing records.
- Adhere to site safety and PPE requirements.

Required Skills and Abilities:

- Strong expertise in procurement, materials planning, and inventory control within a manufacturing environment.
- Strong background in supplier management, cost analysis, and negotiation.
- Ability to read engineering drawings and interpret supplier documentation.
- Strong analytical and problem solving abilities with high attention to detail.
- Highly organized and disciplined in managing stock accuracy, labeling, traceability, and record keeping.



- Strong communication and influencing skills across suppliers and internal teams.
- High proficiency with Microsoft 365

Education and Experience:

- Bachelor's degree in Supply Chain, Business Administration, Engineering, Accounting, or a related field strongly preferred.
- 5+ years of procurement or purchasing experience, including complex, technical, or high value manufacturing procurement.
- Experience with ERP/MRP systems, inventory management, and cross-functional coordination.
- Exposure to quality, engineering, and operational processes.
- Leadership or mentorship experience is an advantage.

Other Duties as Assigned

This job description is not designed to cover all activities, duties or responsibilities that are required of the employee for this role. Responsibilities and activities are subject to change.