

JOB DESCRIPTION & PERSON SPECIFICATION



Job Title: Buyer	Location: Hunmanby
Department: Purchasing	Contract: Full Time, Permanent
Reports To: Purchasing Manager	Direct Reports: N/A

1.0 Job Summary & Role

Deep Sea Electronics is a global leader in the design and manufacture of generator controllers, automatic transfer switch controllers, battery chargers, and vehicle and off highway control systems. With over 200 employees across four continents, we supply our products to customers in more than 150 countries, both directly from our UK head office and through a well-established international distributor network.

Ensure purchasing activities are carried out efficiently and professionally, sourcing materials and components to specification, within required timescales, and in line with production needs. Maintain accurate MRP/Epicor data, process purchase orders promptly, and manage stock levels to support business requirements while minimising excess inventory.

Develop and manage supplier relationships, sourcing new suppliers and products, negotiating competitive pricing and terms, and driving continuous cost reduction while maintaining quality standards. Monitor supplier performance, resolve component and supply issues proactively, and communicate effectively with key stakeholders across the business.

Work closely with engineering, planning, materials control, and quality teams to support operational requirements, manage component availability, and ensure smooth supply chain performance. Meet departmental KPIs, manage workload effectively, and undertake additional tasks and projects as required to support the success of the purchasing function.

2.0 Key Responsibilities & Main Duties

- Maintain inventory levels in line with agreed targets, minimising and eliminating obsolete stock where possible
- Deliver cost-saving initiatives and achieve departmental cost reduction targets
- Ensure accurate and up-to-date component data is maintained within the Epicor system
- Provide regular and timely updates to purchase order originators and key stakeholders on component status and supply issues
- Process purchase order action lists within 24 hours through the Epicor MRP system
- Source and onboard new suppliers and components while maintaining required quality standards
- Take ownership of supplier performance to ensure consistent component availability and support production requirements
- Drive supplier improvements, including enhanced payment terms, stock-holding arrangements, and overall supply chain efficiency



3.0 Internal & External Relationships

Key stakeholders include:

- Production manager and personnel
- Engineering manager and personnel
- Stores manager and personnel
- Accounts manager and personnel.
- Suppliers

Effective communication at all levels

4.0 Key Performance Indicators

- Cost savings
- Stock Availability
- Stock control
- Sourcing of new suppliers
- Supplier terms

5.0 Essential/Desirable Factors

Knowledge	
Essential: • Sound understanding of products and Components used in the electronics /mechanical sector • Experience of using an MRP system or similar • Knowledge and experience of working in a manufacturing environment	Desirable: • Proven track record in purchasing, supplier negotiation and cost reduction • Knowledge of stock control and stock reduction methods, including consignment stock arrangements • Knowledge of the Middle Eastern market and associated supplier networks
Skills & Attributes	
Essential: • Good organisational and time management skills • Confident IT skills with experience of a computerised ordering system and MS office as well as excel • Working with suppliers on stock issues and improving availability on components • Good negotiator and capable of maximising potential of suppliers via cost down	Desirable: • Capable of multitasking • Working with suppliers and supplier relationship management • Driven to achieve goals and targets
Experience	
Essential: • A minimum of 6 years purchasing experience as a buyer • A proven track record of purchasing and supply chain in a manufacturing company	Desirable: • Experience working as a Buyer with a proven ability to achieve KPIs across different business environments



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	Experience managing suppliers in the Middle East, including shipment coordination and negotiation processes
Qualifications	
Essential:	Desirable: Member of the Chartered Institute of Purchase and Supply

Created by	Dated Created
Purchasing Manager	August 2026

