JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Purchasing Manager	**Location:** Hunmanby
Department: Purchasing	**Contract:** Full-time, Permanent
Reports To: Operations Director	**Direct Reports:** 3 x Buyers, 3 x Material Controllers, 1 x Purchasing Controller

1.0 Job Summary & Role

Deep Sea Electronics (DSE) is a global leader in the design and manufacture of generator controllers, automatic transfer switch controllers, battery chargers, and vehicle control systems. With customers in over 150 countries and a reputation for innovation, quality, and reliability, we continue to invest in our people, products, and processes.

To lead and manage the Purchasing and Materials team, ensuring that all purchasing and materials activities are conducted professionally, effectively and efficiently so that components and goods are available on time to keep the production line flowing.

The role holder manages supplier relationships at a senior level, negotiates price, lead time, payment terms and rebate agreements that add value to the DSE supply chain, controls stock and inventory levels, and is accountable for the department's KPIs, including PEP cost savings. The role works closely with the Operations Director, senior stakeholders across the business and the Generac key sourcing team.

2.0 Key Responsibilities & Main Duties

Team leadership & management

- Manage the Purchasing and Materials team of 3 Buyers, 3 Material Controllers and 1 Purchasing Controller, monitoring workloads weekly and ensuring departmental goals are met in line with key objectives
- Hold 121 meetings with individual team members, setting clear objectives and resolving challenges constructively
- Hold team meetings twice a week so that all team members are aware of objectives and can share any issues they are encountering
- Support team members actively, particularly with component availability challenges, working with individuals and suppliers to resolve issues and keep the production line flowing
- Manage all key purchasing department KPIs, ensuring deadlines are met and workload is managed effectively
- Ensure reporting measures exist within the team and resolve issues before they impact business performance

Supplier management, sourcing & negotiation

- Manage supplier relationships at a senior level to maximise the potential of all suppliers and develop key plans for the benefit of DSE
- Develop strategies with buyers and key suppliers in line with company goals and objectives, and achieve PEP cost-saving goals

- Negotiate strongly and professionally with suppliers to obtain best prices, lead times, trading terms and agreements that add value to the DSE supply chain
- Manage and negotiate annual rebate and terms agreements with key suppliers to generate additional revenue for the company and maximise payment terms
- Actively assist buyers in sourcing new products and suppliers and reducing component costs on an ongoing basis
- Hold regular business reviews and audits with suppliers where necessary
- Work with the Generac key sourcing team, maintaining sound relationships and good communication links

Purchasing, materials & stock control

- Ensure manual and MRP purchase orders are placed by the team in a timely manner so that components are due on time
- Manage day-to-day shortages with the team, highlighting key components that are a risk to the business (adding them to the vulnerable list where necessary) and implementing solutions to reduce that risk
- Manage stock and inventory levels against company goals and targets for specific components, minimising excess stock and eradicating redundant stock
- Reduce redundant stock where necessary and arrange its sale where applicable
- Manage consignment stock and the consignment system, maximising the number of components purchased on consignment where possible
- Run stock takes and maintain stock accuracy with assistance from other departments

Quality

- Ensure all company quality requirements are maintained and adhered to when sourcing and onboarding suppliers, liaising closely with the Quality Manager
- Engage with the Quality department on component and supplier issues and improve supplier performance as part of vendor rating

Systems, data & procedures

- Ensure the team updates the Epicor MRP and SourceDay systems accurately and that all information is correct
- Ensure all departmental procedures are kept up to date

Reporting & stakeholder communication

- Meet weekly with the Operations Director to discuss objectives, tasks and challenges
- Produce a monthly report for the directors on the Purchasing and Materials department, outlining strengths, weaknesses, goals, challenges and results against KPIs
- Update purchase order originators and key stakeholders on supply chain challenges, component issues and progress
- Build strong relationships with senior stakeholders across the business on supplier and component matters

3.0 Internal & External Relationships

The role requires effective communication at all levels, from team members to directors and suppliers' senior management. Relationships are primarily site-based internally, extend to the wider Generac group through the key sourcing team, and reach externally across DSE's supply base. Communication is regular and both written and verbal, covering component status, supply chain risk, commercial negotiation and departmental performance.

Internal

- Operations Director – line manager; weekly meetings on objectives, tasks and challenges, plus the monthly departmental report
- Technical Director, Sales Director, Sales Manager and Finance Director – updates on supply chain challenges, component status and commercial matters
- Accounts Manager – supplier payment terms, rebates and stock valuation matters
- Production Manager and Warehouse Manager – material availability, shortages, stock takes and stock accuracy
- Quality Manager – supplier onboarding, component and supplier issues, and vendor rating
- Generac key sourcing team – group sourcing strategy and communication

External

- Suppliers' senior managers – relationship management, negotiation of price, lead times, payment terms and rebates, business reviews and audits

4.0 Key Performance Indicators

- Cost savings (PEP) achieved against target
- Material availability: purchase orders placed in a timely manner and components available to support production and business continuity
- Stock control: stock held at agreed target levels, with obsolete and redundant stock minimised and eradicated
- Consignment stock: proportion of components purchased on consignment maximised
- Sourcing of new suppliers and new components, maintaining quality standards
- Supplier payment terms, stock holding arrangements and rebates improved
- Accuracy of component information in Epicor and SourceDay, supported by clear procedures
- Purchase order originators and key stakeholders advised of component status weekly
- Team performance managed effectively through 121s, with all tasks managed and performance at an optimum

5.0 Essential/Desirable Factors

Knowledge	
Essential:	**Desirable:**
• Purchasing and procurement processes in a manufacturing environment • MRP/ERP principles and how they drive purchasing and material planning • Inventory management and stock control, including stock takes, consignment stock and management of obsolete/redundant stock • Commercial principles: negotiation, payment terms, rebate and supply agreements • Supplier quality requirements, onboarding and vendor rating	• Epicor ERP • SourceDay or similar supplier collaboration platform • Electronic/electrical component supply chain, including allocation and lead-time management • Working within a multinational group sourcing structure

Skills & Attributes	
Essential: • Strong leadership and people management, including setting objectives and running 121s • Strong, professional negotiation skills • Excellent communication skills at all levels, including directors and suppliers' senior management • Analytical and reporting skills, including KPI tracking and producing management reports • Problem-solving under pressure, particularly when managing shortages • Strong organisation, prioritisation and attention to data accuracy • Good IT skills, including Microsoft Excel	**Desirable:** • Continuous improvement or process improvement skills • Project management skills
Experience	
Essential: • Proven experience managing a purchasing or materials team in a manufacturing environment • Managing supplier relationships at a senior level • Negotiating cost reductions and commercial agreements (pricing, payment terms, rebates) • Delivering against departmental KPIs and reporting to senior management • Managing stock levels and material availability to support production	**Desirable:** • Purchasing within electronics manufacturing • Using Epicor and/or SourceDay • Managing consignment stock arrangements • Working with a parent company or group sourcing function
Qualifications	
Essential: • Good standard of education, including English and Maths, or equivalent relevant experience • CIPS qualification	**Desirable:** • Degree or equivalent in Supply Chain, Business or a related subject • Leadership or management qualification

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Operations Director	November 2026