



JOB DESCRIPTION

JOB TITLE: Purchaser	Abbreviation: PC
REPORTS TO: Purchasing Supervisor	DEPARTMENT: Purchasing
DEPUTISED BY: n/a	LOCATION: Stansted
JOB PURPOSE: The Purchaser is to carry on purchase of aircraft parts, related materials and services to support on-time delivery of aircraft coming to maintenance at Inflite.	
ACCOUNTABILITY: The Purchaser is accountable for the efficient and effective operation of the Purchasing function under the guidance of the Purchasing Supervisor.	
MAIN RESPONSIBILITIES AND DUTIES: <ul style="list-style-type: none">• The day to day operation of the Purchasing function.• Purchasing a wide range of aircraft parts, materials and related equipment in line with operational procedures and requirements and at the most competitive price.• Timely placement of purchase orders and delivery of parts in line with operational requirements.• Secure material delivery progress by chasing vendors and logistics providers in order to secure aircraft on-time delivery.• Maintaining inventory levels within approved guidelines.• Resolving and investigating supply chain errors and examining via root cause analysis.• Creating and updating daily shortage reports.• Continually improving purchasing methods in a bid to drive down external spend.• Assisting in developing and implementing policies and procedures for Materials Purchasing and ensuring these are understood and adhered to.• Identifying new suppliers including discount structures and volume rebates.• Ensuring the highest level of service is provided and maintained for both internal and external customers.• Providing clearance information to the responsible courier / freight forwarder for all imports, within regulations of Customs and Excise.• Out of hours AOG support as and when required.• Occasional weekend work support might be required.• Perform any other duties within your capabilities as directed by the Company.	
Authorities: <ul style="list-style-type: none">• To place orders for material and services.• To request assistance from other departments.• To propose additional trainings and procedures updates.	



Qualifications Prerequisites:

- Demonstrable experience in a similar role in an aviation purchasing environment.
- Experience with logistics and import/export regulations is preferred.
- Computer literate with experience in ERP software and Microsoft Office.
- Excellent organisational and communication skills.
- Full Clean UK Driving Licence – due to location.

Other Specifications:

- Highly organised and able to prioritise work in a fast-paced environment.
- Maintain strict company and customer confidentiality.
- Attend and pass successfully all mandatory trainings & assessments according to the area of activity.