



## JOB DESCRIPTION

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



**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.

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_