



# We're Looking For A Purchasing Executive



**STS**

STS Ltd | Hawthorn Park | Seacroft | Leeds | LS14 1PQ

# Role Outline

Working as part of the STS Supply Chain team, and reporting to the Head of Supply Chain, you will be responsible for managing and maintaining our product stock levels. You will be maintaining relationships with our suppliers, assessing their performance regularly and resolving any issues where necessary. It'll be your focus to control costs and analyse accuracy to maximise profit to the business.

# Key Responsibilities

- Inventory control: Oversee inventory levels, monitor stock levels, and implement strategies to prevent overstock or stockouts
- Stock communications: Identifying and communicating any stock opportunities or threat and creating strategies in line
- Purchase order management: Raising, communicating and follow through of all purchase orders for stock and non-stock items
- Transport & shipping: Maximising transport options and tracking all of our global supply routes
- Supplier management: Maintain relationships with suppliers, assessing their performance regularly, and resolving any issues
- Cost control & profit margin maximisation: Constantly analyse costs to ensure the highest accuracy whilst identifying opportunities to increase profit margin.
- Product demand & forecasting: Analyse market trends and historical data, alongside customer information, to accurately forecast product demand.

# Person Requirements

- Proven experience in purchasing within a supply chain
- Strong analytical abilities and financial acumen, with a keen attention to detail
- Proficiency in using purchasing software and tools, as well as advanced knowledge of Microsoft 365 applications
- Regimented and disciplined in completion of tasks
- Ability to work under pressure and meet tight deadlines
- Strong negotiation skills
- Willingness to communicate effectively with suppliers from diverse cultural backgrounds, demonstrating openness to engage in English-language conversations with individuals from different countries
- Excellent communication and interpersonal skills with the ability to effectively collaborate with cross-functional teams

# Requirements

**Hours:** 07:00-17:00

- › Enthusiastic and hard working
- › Able to work on own initiative
- › Strong customer-centric mindset and quality focus
- › Good time and task management skills
- › Outgoing and friendly approach
- › Aligned with our core values (Cheerful, Industrious, Creative & Sound Family Values)

## Where do you need to be based?

You will be based full time in our Head Office in Leeds working alongside the rest of our Supply Chain team.

# Perks & Benefits

- Unlimited holidays
- Pension Contributions
- Staff functions / Lunch provided 3 days a week
- Free breakfast provided
- Free on-site Parking.
- Employee Health Insurance
- Generous and progressive salary package (to be discussed)

## How to apply

You can apply for the role by contacting Warren Smaldon at [warren.s@sts-uk.com](mailto:warren.s@sts-uk.com)

**Register Interest:**

Warren Smaldon

E: [warren.s@sts-uk.com](mailto:warren.s@sts-uk.com)

T: 0113 202 2010

# Look Forward To Hearing From You!



STS

STS Ltd | Hawthorn Park | Seacroft | Leeds | LS14 1PQ