

Job Title: Purchasing Executive**Location:**

Kerry Technology Park, Tralee, Co. Kerry

Reports to:

Senior Manager - Manufacturing, Glen Dimplex Group Purchasing

Job Purpose Statement

The role of Group Purchasing is a strategic one, working with the individual Glen Dimplex companies to develop and maintain a world-class, competitive supply base. The role of Purchasing Executive is to liaise with suppliers on behalf of Group Purchasing and to work with the Glen Dimplex Group companies in the sourcing of components and the identification of opportunities to ensure cost competitiveness.

Background Information

- Founded in 1973, Glen Dimplex is now the world's largest electrical heating business and holds significant market positions worldwide in the domestic appliances, cooling, ventilation and renewable energy solutions. With an annual turnover in excess of €2 Billion, the Group employs 10,000 people. Website: www.glendimplex.com
- It consists of 35 independent, autonomous businesses worldwide

Job Description

The successful candidate will work within the Glen Dimplex Group Purchasing team based in Tralee.

The role will involve liaising with Glen Dimplex Group companies and Suppliers in order to:

- gather and analyse data in key purchase categories in order to benchmark.
- identify opportunities to leverage Group spend by consolidating requirements.
- assist Group companies to identify potential suppliers.
- liaise with existing suppliers to ensure cost effectiveness and issue various reports to the Purchasing departments
- assess price trends of raw materials.
- review material price variances.

The successful candidate will also assist the Senior Manager in tracking the progress of Group Purchasing projects. It will be necessary to develop specific expertise in key direct areas and apply this in support of Group companies.

The role will require the flexibility to take on extra duties and integrate into the business.

The role will involve an element of international travel to visit group sites and suppliers.

The position offers an excellent opportunity to gain commercial experience in a multi-site international Group.

Specific Job Knowledge, Skills and Experience**Qualifications:**

- High honours degree in Business, Manufacturing or related discipline

Experience:

- Ideally, 3-5 years working in a Purchasing / Commodity Management role in a Manufacturing environment

Skills and Aptitudes:

- Strong analytical skills
- Excellent communication skills
- Excellent attention to detail
- Good financial acumen
- Enthusiastic, self-starter with good initiative and proactive approach to work
- Excellent interpersonal skills with ability to engage effectively at all levels
- High level of proficiency using Word, Excel and PowerPoint