

Buyer / Planner

Are you an experienced Buyer with good negotiation skills and excellent attention to detail?

What you'll be doing...

Working as a key member of the Surfachem Group you will be part of the Surfachem UK Purchasing department buying and sourcing materials for customers. You will be based in our Leeds office and day to day, you will take part in:

- > Developing and maintaining relationships with suppliers both in person and over the phone.
- > Negotiating with assigned suppliers to ensure the best price and best payment terms are achieved for all orders.
- > Managing stock levels of meet both company objectives and customer expectations.
- > Bringing on new suppliers and new products in line with our approved supplier requirements.
- > Proactively manage slow moving stock and quarantine material.
- > Attending Sales meetings to promote materials and give market information to allow the Sales team to have all relevant information when visiting customers.

Your background...

Must have...

- > Excellent communication skills.
- > Ability to work under pressure.
- > Proficiency with MS Word, PowerPoint, and Excel.
- > Good organisational abilities and be able to work both on your own and as part of a team.
- > Buying experience with a distribution environment.

Bonus to have...

- > Negotiation experience.
- > CIPS Qualification.
- > Chemistry / Science based degree.

What we can offer you...

- > Flexible working hours with a minimum of 3 days a week in the office
- > Career development opportunities
- > A dynamic and friendly environment
- > Generous holiday allowance with buy/sell holiday scheme
- > Private medical healthcare
- > Excellent contributory pension scheme
- > Mental and physical wellbeing initiatives
- > Volunteering days

A bit about us...

Surfachem are a chemicals distributor based in the UK, with offices throughout Europe. We sell the building blocks of thousands of products which you'll use every day including cosmetics, beauty products, pharmaceuticals, and cleaning solutions.

Our customers come to us for market knowledge and technical support, so that they can develop the next generation of consumer products. Beyond that, we are a friendly team that work together to get things done. We trust everyone equally and fairly and encourage our people to be truly creative and think outside the box.