



KENSA HEAT PUMPS LIMITED

JOB DESCRIPTION

Job Title: Buyer

Workbase: Mount Wellington Mine, Fernsplatt, Chacewater, Truro, TR4 8RJ

Normal working hours: 8:00 – 5:00 Monday to Friday

Responsible to: Director of Operations

Responsible for: N/A

Kensa Heat Pumps Ltd is the UK's leading manufacturer and specialist supplier of ground source heat pump systems. Established in 1999, Kensa supplies its products and services to a wide range of customers, including self-builders, installers, house builders and social landlords.

Environment:

Kensa Heat Pumps, part of the Kensa Group, is the clear market leader in the rapidly expanding ground source heat pumps sector and is well-positioned to grow dramatically as subsidy and regulation combine to drive the uptake in low carbon heating systems. Ground source heat pumps take the place of fossil fuel boilers and deliver heat and hot water to all types of residential and commercial buildings. An ever-increasing awareness of the need to combat climate change is encouraging Government to introduce policies that will underpin the rapid growth. With a 40% market share, Kensa is already the dominant supplier and has well-developed plans to further strengthen its position and lead efforts to ensure ground source heat pumps quickly become a mainstream technology.

Main Purpose of Job:

To procure materials and component parts to supply the production process and in support of other Kensa departments. To work with suppliers to ensure timely supply, and to resolve quality issues.

Duties and Responsibilities:

- Handle purchasing requests, raise & maintain purchase orders.
- Ensure timely ordering of parts required by Kanban process
- Working with suppliers to obtain the best prices and lead times.
- Work with stores team to make sure that goods received are correctly accounted for.
- Ensure that suppliers deliver material to meet production demands while keeping inventory values below acceptable levels.

Key Behaviours and Skills:

- Excellent communication skills - enjoys speaking to suppliers over the phone and face to face.

Schedule 1 to Statement of Employment Particulars

- Well organised and able to prioritise.
- High degree of computer literacy.
- Previous experience using an MRP system.
- Qualified to CIPS level 3 or willing to undergo training.
- Excellent attention to detail.
- Ability to react quickly to changing demands.
- Previous experience buying within a technical environment.
- Able to work as a team player and deliver the results required.

Package and Benefits:

- Annual salary of £23,000 - £27,000 depending on qualifications and experience.
- 28 days holiday (including bank holidays) rising progressively to 33 days after 5 years' service.

Other:

This job description may be subject to change, in consultation with the postholder, in response to new circumstances and employment will be subject to a probation period.