

# ASSISTANT BUYER

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## Inside

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Overview

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Benefits

---

Requirements

---

Responsibilities

# SUMMARY

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As Part of the The Kensa Group, Kensa Heat Pumps represents award-winning British engineering and manufacturing at its finest - the UK's leading manufacturer of ground source heat pumps.

The Kensa Group is transforming how Britons heat their homes, delivering a 21st century alternative to the gas grid.

After over two decades of connecting people to cleaner, greener, and cheaper heat, Kensa Heat Pumps is rapidly growing to meet the demands of the fast-growing market for efficient, environmentally friendly heating.

To meet this growth, we are seeking a Buyer to procure materials and components for our production.

You will ensure a reliable, timely supply of materials to the factory, obtaining best value for the business.



# OVERVIEW

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As Assistant Buyer, you will work as part of the Kensa Heat Pumps Operations Team, to support the operation of a production facility that delivers the output growth we need, doubling year-on-year whilst ensuring quality and an excellent customer experience.

Working at our factory at Mount Wellington Mine, Chacewater, you be responsible for procurement of all production materials and related items in a timely manner to ensure stock levels are maintained.

Your goal will be to ensure that materials are delivered just in time for production demand, without preventing overload of stores, achieving best value pricing and supplier performance.

Your success will drive Kensa's growth by delivering a world-class manufacturing operation where quality and positive customer experience are fundamental to our DNA.





# BENEFITS

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To facilitate your success as Assistant Buyer, we will provide an innovative and futuristic oriented environment, a forum to express and test ideas, and interesting work with challenge and opportunity.

We also offer the pivotal opportunity for you to make a significant contribution to the safeguarding of our environment, saving the planet one heat pump at a time.

At a grass roots level, we welcome you to a culture of incredibly hard-working, knowledgeable, inspiring, committed, enthusiastic, and passionate people.

We expect a lot from our staff, because we expect a lot from our industry's potential - we are all committed to the UK's 2050 path to net zero carbon, and are determined to achieve that goal, but we also want to enjoy the journey together.

- Competitive salary: £23,000 - £26,000 pa . Dependent on qualifications and experience.
- Pension: Automatic enrolment into Kensa's company pension scheme.
- Holiday: 25 days holiday increasing to 30 days holiday (plus bank holidays) for 5+ years' service.
- Health: Private Health Insurance available after one year of service.
- Growth: Your development is important - we encourage and help with development including internal and external courses, learning, study and software support, all bespoke to you.
- Wellbeing: Free 24/7 access to an independent and confidential Employee Assistance Programme for you and your immediate family.
- Active: Cycle to Work Scheme to help lower your carbon footprint whilst boosting endorphins and your health.
- Social events: Work hard, play hard, we love to host regular Kensa parties for staff and their families, and in recent times when we haven't been able to get together in person, we do all we can to keep spirits high.

# REQUIREMENTS

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We are looking for an organised and structured individual, confident dealing with suppliers and liaising with Production and Stores personnel. Organised and diligent, you will be able to plan and manage your own work, and respond quickly to short notice needs and demands.

To be considered for this role, please have the following in regard to:

## EXPERIENCE

Previous experience in a buying or administration, preferably in a manufacturing business.

## EDUCATION

- Minimum qualifications of GCSE grade C or above (or equivalent) in English & Maths

## CHARACTERISTICS

Self-driven and organised, you will be used to planning and managing your work, working to deadlines and ensuring the right outcome. A good communicator, you will be as comfortable dealing with suppliers as with the shopfloor staff, and working as part of team to deliver a shared successful outcome.

## SKILLS

- Experience of buying in a technical / manufacturing environment
- Good technical understanding of parts and components
- Excellent communication skills - enjoys speaking to suppliers over the phone and face to face.
- 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.
- Able to work as a team player and deliver the results required.

# RESPONSIBILITIES

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As Kensa's Assistant Buyer, you will be responsible for procurement materials and component parts to supply the production process and in support of other Kensa departments. You will work with suppliers to ensure timely supply in time for production requirements.

You will work with Buyer, liaising with the Production Supervisor and Inventory and Logistics Supervisor to ensure that materials delivered on time in full, in accordance with specifications and required quality standards.

You will be responsible for:

- Handling purchasing requests, raising & maintaining purchase orders.
- 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.
- Following up orders with suppliers to maintain a good picture of orders status.
- Ensuring that suppliers deliver material to meet production demands while keeping inventory values below acceptable levels.
- Working with suppliers to address quality and delivery problems

## WORKBASE

This role will be based at the Kensa factory near Chacewater, Truro.

## REPORTING STRUCTURE

- Initially reporting to the Director of Operations

Closing date for applications:

11th June 2021

## APPLY NOW

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Apply online here:

[thekensagroup.com/kensa-job-vacancies/](https://thekensagroup.com/kensa-job-vacancies/)

Or send a copy of your CV and a covering letter to:  
[jobs@thekensagroup.com](mailto:jobs@thekensagroup.com)