

Buyer - 12 Month Contract

Founded in 1987, Metrol are global leaders in the innovation, development and operation of wireless down-hole systems. Our main office is located in Kirkhill Industrial Estate in Dyce, but operations are global, and we have offices in Dubai, the United States and other worldwide locations.

We deliver excellence in innovation and performance by caring about our relationships – both with our team and our clients. With a family business culture, we aim to create and provide a working environment that promotes from within, encourages training and development and allows and trusts individuals to maintain a work-life balance.

Benefits:

The role comes with a competitive salary and benefits package including:

- Culture that promotes teamwork and empowering individuals to make a difference
- Challenging role with on-the-job training, working as part of an expert team
- 33 days holiday with additional holidays for long service and long service awards
- Hybrid/Flexible working opportunities
- Company Pension contributions
- Private Healthcare and Life Insurance
- Cycle to work scheme

The Role:

As part of our upcoming growth, we are actively recruiting a Buyer on a 12-month Fixed Term Contract to support with projects. They will be a key part of the purchasing team and work with the Company's supply chain, raising purchase orders and placing orders for goods and services to meet the demands of the business.

Main Duties:

- Liaise with all departments to understand their purchasing needs
- Raise RFQ's and make enquiries regarding potential orders
- Place orders with suppliers in line with the demands of the business
- Monitor and expedite open orders
- Monitor and report on supplier performance
- Maintain an effective supply chain to meet business needs
- Maintain relevant supplier records, information and certification

Required Skills & Experience:

- Experience using electronic purchasing systems e.g. MRP systems, purchasing control software
- Experience with Microsoft Office applications; Word and Excel are essential
- Previous experience in a purchasing or similar role
- Excellent communication skills
- Ability to work within a small team, but also act on initiative
- Relevant educational or CIPS qualification would advantageous but not essential

Location:

Our Main Office is in the Kirkhill Industrial estate in Dyce, Aberdeen, this will be primarily an office-based role.

Apply by email with your CV to Vacancies-Technical@metrol.co.uk