



CROWLEY
CARBON

Buyer/Planner

About us

At Crowley Carbon we provide intelligent solutions for energy efficiency and have grown significantly expanding our client portfolio to an International level, and is therefore searching for a talented Buyer/Planner to join their team. The successful candidate will join a dynamic team under the leadership of our Operations Director. This is a challenging and autonomous role where the ideal candidate will manage an international supply base to meet business requirements in terms of delivery, quality and cost.

The key responsibilities include in conjunction with the technical team:-

- Ownership and control of suppliers. Be the main point of contact for suppliers on all supplier related activities.
- Contract review and negotiation
- Perform and manage negotiations with suppliers to reduce ongoing costs and specific spends.
- Placing stock orders and analysis of stock part movements. Placing orders and following up on deliveries of same. Running reports to view orders not delivered and chasing delivery of same.
- Creation of master data sheet and creation of new stock numbers.
- Setting up the system to order and place orders.
- Creation of new vendors on the system. Ensuring paperwork is complete. Liaising with finance and new suppliers to ensure all necessary new company details are logged on the system and they are set up as approved vendors.

About the candidate:

- Minimum 3-4 years experience as a Buyer/ Planner ideally in an engineering environment.
- Qualified to degree level in an engineering, business or technical discipline such as supply chain/purchasing
- Excellent writing, presentation, and verbal communication skills essential.
- Behaviours & Skills required include a strong work ethic, creative problem solving, capable of working on own initiative.
- This role will involve travel to client sites within Ireland, Europe and ROW.

Please apply to careers@crowleycarbon.com no later than Friday 17th November 2017