



Dual Seal Glass Ltd
403 Leeds Road
Huddersfield
HD2 1XU

Telephone: 01484 420030

Buyer

Dual Seal Glass are the UK's leading independent processors of High-Performance Vision and Insulated Spandrel Glass Panels for the construction industry.

Our glass has been used in many iconic projects across the Country including universities and colleges, leisure centres, football clubs, hospitals, hotels and offices.

As the **Buyer** at Dual Seal, you would be expected to work closely with the Finance Director and Production Management team to ensure all materials are purchased on a timely basis to prevent stock outs and within budget.

The role will be very hands-on and will involve liaison at all levels within the business.

Primary Job Functions

Your duties will include:

- Ordering of all raw materials (excluding glass), consumables and supplies.
- Receiving goods, checking condition and completeness of deliveries and allocating to correct department.
- Negotiating prices and terms with potential suppliers to ensure best value.
- Monitoring performance of suppliers against on time and in full deliveries to achieve targeted service level.
- Establishing and maintaining ongoing relationships with preferred suppliers.
- Sourcing and securing new and alternative suppliers.
- Identifying opportunities for cost reduction and service enhancements.
- Balancing satisfactory inventory levels to prevent stock outs with working capital impact.
- Continually develop the procurement process within the business.

Required Skills

- Exceptional communication skills.
- IT Literate, Microsoft Word and Excel.
- Strong negotiating skills.
- Self-motivated and results orientated.
- Ability to work individual as well as part of a team.



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Experience

- Ideally, but not essentially, currently or previously employed in an IGU manufacturing or glass-related business.
- At least 2 years in a manufacturing environment carrying out procurement activities.

Work Status: Full Time

Reporting: Reporting to the Finance Director

Salary: Competitive, dependent upon experience.

Some of the benefits...

- Excellent Company Pension Scheme
- Opportunities for progression and learning.
- Free on-site parking