



Buyer

About Us

IQD Frequency Products Ltd has provided electronic components for timing and frequency control applications for 50 years. We are based in the UK but support customers across the world. Four years ago, IQD became part of the Würth Elektronik eiSos group who supply an extensive range of electronic components. The Würth Elektronik eiSos group includes 7,300 employees in 50 different countries.

We are a small company thinking dynamically and constantly looking to change and adapt to the market needs, but we are also part of a the Würth Electronics eiSos Group, large global company with all the infrastructure, support and opportunities this offers.

About this role

As a Buyer you will be part of our team and help us ensure best in class service to all internal and external customers.

Duties

- Managing all aspects of purchase order administration including ordering, scheduling and managing delivery information from suppliers
- Expediting and maintaining delivery schedules from suppliers
- Working with our supply base mainly located in South East Asia
- Liaising with the Sales Administration Team on delivery information and reschedule requests
- Liaising with the Logistics and Test Team to manage product through internal processes
- Inputting data into our Alpha Plan Business System
- Develop and maintain proactive supplier relationships
- Continuous Improvement. Work with internal colleagues and group colleagues to continuously develop and improve departmental efficiencies

Skills

- Strong attention to detail, Organised and able to multi-task
- Ability to work in a fast paced environment
- Good communication skills, written and verbal
- Enthusiastic to develop and be trained in all aspects of the department
- work in conjunction with other team members towards achieving KPI targets
- Knowledge of purchasing systems and processes

Benefits

- Regular company-funded social events including annual Summer BBQ party & Christmas party
- Bonus scheme
- Life insurance
- Excellent pension scheme
- Career progression & training in-house
- Closed bank holidays
- Office closes for Christmas