

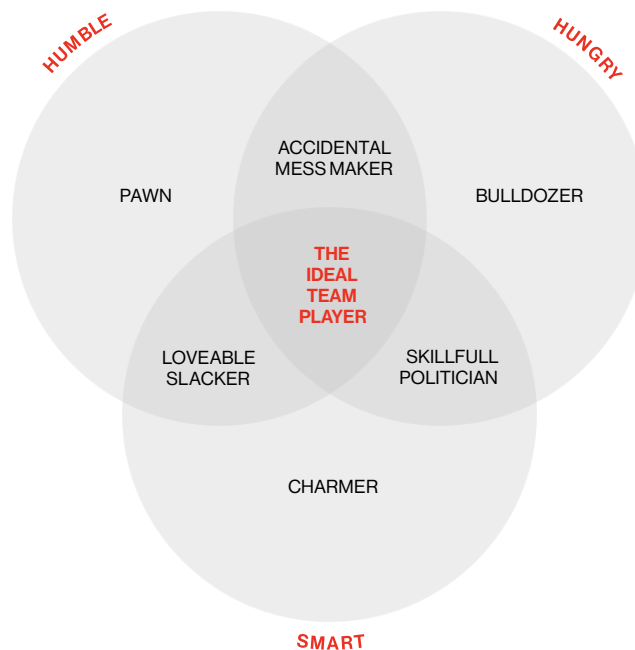
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| Job Title | Purchasing Account Manager |
| Department | Purchasing |
| Reports To | Purchasing Manager |
| Who you'll manage | N/A |
| About Castle Industrial | Castle Industrial Supplies Ltd is a well-established supplier of industrial packaging products and machinery, based in Carnforth. With a strong reputation for quality, service, and innovation, we are on an ambitious journey to grow our business from £20 million to £30 million turnover. As part of this exciting phase, we are looking for a Purchasing Account Manager to support the purchasing department in the company's growth ambitions. |
| Position Statement | Responsible for managing the end-to-end procurement process, including monitoring stock levels, coordinating with suppliers for enquiries, quotations, and orders, negotiating pricing, and ensuring timely delivery of goods. Oversees order tracking, customs clearance, and warehouse coordination, maintains supplier records, reviews pricing, and supports operational teams to ensure seamless inventory management and supply chain continuity. |
| Key Responsibilities | <ol style="list-style-type: none"> 1. Monitor stock levels and identify purchasing needs, running and compiling daily stock reports. 2. Co-ordinate and effectively manage enquiries and quotations with suppliers, negotiate prices and progress with recommendations and proposals. 3. Processing of orders and communications with suppliers regarding product and quantity requirements. 4. Schedule orders promptly that will meet production to ensure continuity of required stock levels. 5. Direct and monitor the timely management of special and direct delivery purchase orders, ensuring all orders are processed and reported back to the sales team and customers as required. 6. Follow up with suppliers, as needed, to confirm or change orders. Communicate any changes or updates to PO's and inventory to the sales team. 7. Track orders to ensure timely delivery. 8. Liaise with warehouse staff to ensure all products are collected or delivered in good condition and a timely manner. 9. Assist with tracking and customs clearance procedures for overseas supplier orders. 10. Follow procedures and policies in analysing situations or data to determine appropriate action. 11. Booking in deliveries and goods. 12. Notifying relevant channels of any discrepancies with supplier goods. 13. Maintenance of the supplier information document. 14. Reviewing supplier prices on a regular basis. 15. Assist Operations Manager and Purchasing Supervisor in other duties as required. |

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| Key Skills & Attributes | <ol style="list-style-type: none"> 1. Hungry, humble, smart – see page 3 for a detailed overview . <ul style="list-style-type: none"> - <u>Humble</u>: Focus on others, share credit, and define success collectively. - <u>Hungry</u>: Self-motivated, results-oriented, and always looking for improvement opportunities. - <u>Smart</u>: Emotionally intelligent, aware of team dynamics, and skilled in collaboration. 2. Commercially astute with a results-driven mindset. 3. Previous experience within a purchasing role. 4. Strong and effective communication, including verbal and nonverbal. 5. Exceptional organisation skills with an attention to detail. 6. Ability to work under pressure, manage workloads and resolve conflicts effectively. 7. Flexibility to manage and adapt to change. 8. Positive attitude in challenging situations. 9. Problem-solving skills to find solutions and make decisions. 10. Excellent IT skills, particularly in Microsoft Office. 11. Strong negotiation and supplier management skills. 12. Professional, ethical, and collaborative. 13. Adaptable, proactive, and solution-oriented. |
| Compliance Expectations | <ol style="list-style-type: none"> 1. Show care for company assets. 2. Respectful of all staff at all times. 3. Punctual, reliable, loyal and honest. 4. Respect the company's values and uphold the company mission statement. 5. Demonstrate professionalism and reliability in all interactions and tasks. 6. Act as a brand ambassador, embodying the company's mission and values in all external communications. 7. Promote teamwork and collaboration, creating a positive work environment that fosters trust and mutual respect. 8. Abide by the Castle Code of Conduct set out in Section 2 of the company Handbook. |
| Other Details | <p>Hours: Monday - Friday 7:30 am - 4:30 pm with 1 hour lunch break or 8 am - 4:30 pm with 30 minute lunch break Some flexibility can be negotiated.</p> <p>Location: Carnforth, <u>Office Based</u></p> |

This Position Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at the discretion of the management. As a general term of employment, the Company may make any necessary changes in job content, or may require the post holder to undertake other duties, at any location in the Company, provided that such changes are appropriate to the employee's remuneration and status.

Here, at Castle Industrial, we look to hire employees based on three characteristics: Humble, Hungry, Smart. Author and business management expert, Patrick Lencioni, says it comes down to these three characteristics. We don't expect 100% in each of the three categories, but we are looking for a candidate to demonstrate these characteristics and impart these values in their department.

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| Humble This is the most important. Humble people put any arrogance to one side and focus on others. They can acknowledge their own weaknesses, share credit and "define success collectively rather than individually." | Hungry This is about having a strong work ethic and getting results. Hungry team players are willing to take on what is necessary for the good of the team and business. They are generally self-motivating - always thinking about the next step and the next opportunity. | Smart This isn't just about intellect. It's about emotional intelligence. Smart team players are aware of others on the team and are good at active listening. They have good judgment and intuition around group dynamics. |
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| The accidental mess-maker Hungry and Humble (but not smart) Means well but ends up creating a bigger mess for others on the team to clean up or rubs people the wrong way due to their lack of empathy/ social skills. | The skillful politician Hungry and Smart (but not humble) Everyone's friend and always knows the right thing to say, very ambitious, but doesn't think of the team, only themselves and getting ahead. | The loveable slacker Smart and humble (but not hungry) Cares about their colleagues and technically competent, but only does exactly what is asked - nothing more. Is rarely proactive in seeking new areas of work or opportunity |
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