

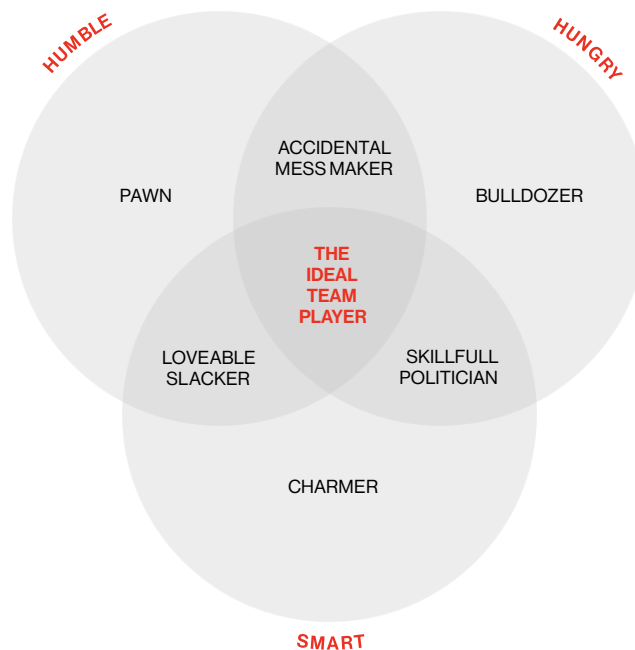
<b>Job Title</b>	Purchasing & Supply Chain Manager
<b>Department</b>	Purchasing
<b>Reports To</b>	Directors
<b>Who you'll manage</b>	Purchasing Department / Team
<b>About Castle Industrial</b>	<p>Castle Industrial Supplies Ltd is a well-established supplier of industrial packaging products and machinery, 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 Manager to lead and develop the purchasing department, drive continuous improvement, and play a key role in supporting the company's growth ambitions.</p> <ol style="list-style-type: none"> <li>1. Lead a key function with direct impact on company growth.</li> <li>2. Shape processes, systems, and supplier strategy.</li> <li>3. Work in a collaborative, values-driven environment.</li> <li>4. Stability in a well-established company with ambitious growth plans.</li> <li>5. Visibility with senior leadership and opportunities for career progression.</li> </ol>
<b>Position Statement</b>	<p>The Purchasing &amp; Supply Chain Manager leads and optimises all purchasing and supply chain activities to directly support sales growth. You will manage suppliers, control costs, ensure reliable supply, and provide the sales team with fast, accurate quotations. This is a senior, commercially focused role requiring strategic thinking, strong leadership, and excellent negotiation skills.</p>
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Lead the purchasing and supply chain team, fostering performance, accountability, and professional growth.</li> <li>2. Build and maintain strong supplier relationships to secure competitive pricing, reliable delivery, and high service levels.</li> <li>3. Negotiate contracts, pricing, and terms to optimise margins.</li> <li>4. Monitor supplier lead times, manage inventory, and ensure alignment with sales commitments.</li> <li>5. Collaborate with sales to understand demand, priorities, and market dynamics.</li> <li>6. Identify, assess, and onboard new suppliers to improve pricing, quality, or lead times.</li> <li>7. Analyse purchasing data, supplier performance, and market trends to drive informed decisions.</li> <li>8. Continuously improve purchasing processes, systems, and controls.</li> </ol>
<b>Experience &amp; Background</b>	<ol style="list-style-type: none"> <li>1. 5+ years in purchasing or supply chain leadership, ideally within industrial, manufacturing, or distribution environments.</li> <li>2. Experience managing teams (5–10+ staff) and departmental budgets or spend responsibilities.</li> <li>3. Proficient with ERP systems and Microsoft Office tools.</li> <li>4. Track record of supplier negotiation, cost reduction, and process improvement.</li> </ol>

<b>Key Skills &amp; Attributes</b>	<ol style="list-style-type: none"> <li>1. Hungry, humble, smart – see page 3 for a detailed overview . <ul style="list-style-type: none"> <li>- <u>Humble</u>: Focus on others, share credit, and define success collectively.</li> <li>- <u>Hungry</u>: Self-motivated, results-oriented, and always looking for improvement opportunities.</li> <li>- <u>Smart</u>: Emotionally intelligent, aware of team dynamics, and skilled in collaboration.</li> </ul> </li> <li>1. Commercially astute with a results-driven mindset.</li> <li>2. Strong negotiation and supplier management skills.</li> <li>3. Supply chain expertise: logistics, lead times, inventory management.</li> <li>4. Analytical, data-driven decision making.</li> <li>5. Excellent communication and stakeholder management.</li> <li>6. Leadership presence: coach, develop, and motivate teams.</li> <li>7. Professional, ethical, and collaborative.</li> <li>8. Adaptable, proactive, and solution-oriented.</li> </ol>
<b>Compliance Expectations</b>	<ol style="list-style-type: none"> <li>1. Show care for company assets.</li> <li>2. Respectful of all staff at all times.</li> <li>3. Punctual, reliable, loyal and honest.</li> <li>4. Respect the company's values and uphold the company mission statement.</li> <li>5. Demonstrate professionalism and reliability in all interactions and tasks.</li> <li>6. Act as a brand ambassador, embodying the company's mission and values in all external communications.</li> <li>7. Promote teamwork and collaboration, creating a positive work environment that fosters trust and mutual respect.</li> <li>8. Abide by the Castle Code of Conduct set out in Section 2 of the company Handbook.</li> </ol>
<b>Other Details</b>	<p><b>Hours:</b> 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><b>Location:</b> 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.

<b>Humble</b> 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."	<b>Hungry</b> 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.	<b>Smart</b> 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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<b>The accidental mess-maker</b> 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.	<b>The skillful politician</b> 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.	<b>The loveable slacker</b> 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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