

Company: Stannah Homelifts

Function: Procurement/ Logistics

Reports to: Logistics Manager

# Purpose

Our innovative and growing company is searching for an experienced Demand Planner & Purchasing Administrator to oversee end‑to‑end procurement operations, demand planning and inventory control. The role balances hands‑on purchase‑order execution with data‑driven analysis, demand forecasting and capturing supplier performance data, ensuring materials, spares and IT consumables are available at the right time, quality and cost.

**Key Responsibilities**

1. **Procurement Operations & PO Management**

* Raise accurate purchase orders and track them through to delivery and payment.
* Manage and resolve invoice disputes in collaboration with Finance and vendors.
* Compile and issue subcontract documentation and maintain complete audit trails.

1. **Vendor Management**

* Setting up new suppliers and maintain the approved supplier register.
* Measure and report On‑Time‑In‑Full (OTIF), quality, and cost performance using scorecards; monitor supplier performance and any agreed actions.
* Maintain the supplier scorecard and contribute to business review meetings.

1. **Demand Planning & Inventory Control**

* Monitor demand signals and RFQs generated by the MRP system, adjusting purchase plans accordingly.
* Maintain optimal inventory levels and availability of spares to meet service levels and minimise stockouts.
* Analyse all stock movements and issue monthly stock and ageing reports.
* Liaising with Suppliers and the Logistics team on delivery schedules

1. **Continuous Improvement & Collaboration**

* Contribute to cross‑functional projects that improve supply‑chain resilience and cost efficiency.

*This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the procurement function.*

**Skills and Experience**

* Previous experience in Procure‑to‑Pay, demand planning, or similar procurement or planning roles.
* Knowledge of vendor management, purchasing administration and inventory control.
* Experience in ordering office consumables via structured procurement channels.
* Prior exposure to a stores or warehouse environment with involvement with stock accuracy.
* Working knowledge of ERP / MRP systems and MS Excel or BI tools.
* Excellent communication, documentation, presentation and interpersonal skills

**Personal Attributes and Behaviours**

* Customer‑centric mindset with a focus on service excellence for internal stakeholders.
* Ability to juggle multiple priorities and use initiative to meet changing stock requirements
* Excellent organisational skills
* Excellent written and verbal communication skills
* Strong analytical capability; comfortable interpreting demand data and supplier metrics.
* Relationship‑building skills with suppliers and cross‑functional teams.
* High attention to detail and able to analyse data and summarise findings clearly.
* Continuous improvement orientation and willingness to challenge the status quo.