

## **Import/Export Procurement – Silicon CPV Ltd**

### **Competitive salary**

**Full Time Role – 39.00 Hours per week**

**Start Date - ASAP**

**Based in Harlow, Essex**

Silicon CPV, based in the UK, provides high quality, state of the art, commercial solar street lights to global customers all over the world. The company is passionate in offering cutting edge, green energy solutions through the design, development and production of unique solutions, catering for our customer needs.

A fantastic opportunity has opened up for an Import/Export Procurement reporting directly to the Import/Export Manager.

You will have a wealth of experience of import and exports procurement systems and processes particularly overseas, ideally within the solar energy manufacturing sector. You will also have experience purchasing product within the EU and the UK.

### **Job responsibilities include:**

- Procurement and selection of new products and components required for design and production of specific international projects and contracts.
- Processing stock purchase orders and pricing, within strict timelines
- Experience of JIT stock availability to support production orders.
- Ability to source requests from the R & D Department to support the Identification of the latest technological products and ranges to enhance our product offering.
- Supporting the scheduling by the R & D Department and In-House Engineering teams for new product testing and evaluation to meet current requirements and directives.
- Participating in viewing all goods inward quality control reports, new product evaluation reports, warranty reports and making company decisions as to next course of action.
- Good understanding of stock obsolescence awareness of hazardous goods regulations and electrical waste WEEE processes.
- Managing the flow of new products from import through to production.
- Selection of inbound shipping agencies and suppliers to support the import/export processes.
- Obtaining the correct and accurate import/export compliance documentation, ensuring reporting is completed on a timely basis for both suppliers/customers and HM Customs and Excise in conjunction with other internal departments.
- Assessment of supplier performance on a regular basis to assess quality and conformance against key indicators.

**Key Skills Required:**

- A proven track record of procurement and management experience (essential), minimum 5 years' experience.
- Experience of direct imports of finished consumer products from overseas suppliers is essential
- Experience of exporting products to a variety of overseas countries including up-to-date knowledge of export compliance, documentation and compliance reporting.
- Ability to understand and influence key financial purchasing issues and communication of this with senior team members.
- Ability to plan, prioritise and to achieve deadlines set and complete all task proficiently.
- Knowledge of the key market commodities, the processes and the major suppliers.
- Excellent, clear and concise communication skills.
- Good level of I.T. skills.

Salary is commensurate with this position