



Real Parts. Really Fast.™

## Materials Buyer

### £19,000 to £24,000 per annum

#### Reporting to

Operations Director

#### The Company

**At Proto Labs**, we're not only one of the fastest growing manufacturing companies in the UK, we're also the fastest in the world at what we do — so being extraordinary is a way of life. If you are looking for an extraordinary career opportunity, you've come to the right place as we are looking for additional people to join our team.

Proto Labs is the world's fastest source for custom prototype and low- to mid-volume parts. With our Additive Manufacturing, CNC and Injection Moulding services, our speed and versatility lets you take your parts from the very early stages of prototyping all the way up to short-run production of 10,000+ parts — all with one technology-driven, quick-turn company.

#### The Role

This is an exciting new role where you will be responsible for supporting and administering the order and delivery process related to raw materials. You will procure raw materials for the Injection Moulding and CNC Machining processes, develop and maintain relationships with vendors and negotiate cost, availability and terms to meet our organisation's needs. You will oversee the quality and service of vendors, help resolve internal and external queries and support the sourcing of uncommon products. You will also use the systems and database to analyse and manage stock levels.

#### Skills / Knowledge / Experience

- Knowledge of plastic and metal manufacturing material and equipment preferred
- Experience of MRP desired
- Independent, dependable, resourceful and self-motivated
- Results focused- ability to multi-task and prioritises tasks and meet deadlines
- Able to communicate clearly and effectively
- Demonstrate sound business judgment
- Ability to work well with all functional work groups within the company
- Strong business correspondence skills
- Experience in general office and purchasing procedures
- MS Word, Excel, and PowerPoint
- Comfortable with technology

#### The Candidate

The role will appeal to an individual capable of working in a fast paced environment. Driven to exceed customers' expectations at every opportunity, the individual will have the initiative to approach challenges with enthusiasm and the ability to react to rapid changes in prioritisation whilst maintaining a clear focus on the company objectives. Exceptional communication and a high attention to detail is a must.

#### Benefits

- Company bonus scheme
- Company pension scheme
- Daily flexible working plan
- Childcare vouchers
- Excellent working environment
- [www.protolabs.co.uk](http://www.protolabs.co.uk)

To apply please e-mail your CV to [josie.plant@protolabs.co.uk](mailto:josie.plant@protolabs.co.uk) or call me on 01952 683013 for further information.

*Successful applicants will be contacted 5 weeks after submitting their application. Due to the large amount of applicants, we will only contact successful applicants to go through to the next stage.*