



## Assistant Buyer

Would you like to work for an award-winning boatbuilding company based in waterside offices near Falmouth, Cornwall - the perfect destination for sailors, surfers and beach lovers?

Cockwells is globally respected in the marine industry and at the forefront of designing and building luxury motor launches and superyacht tenders. We cleverly integrate traditional boatbuilding skills with innovative engineering and modern techniques to build vessels of the highest quality.

We're looking for an experienced **Assistant Buyer** to work as part of the Purchasing team.

## Main Duties & Responsibilities

- Assisting with the timely procurement of materials to meet the production schedule.
- Creating, placing and tracking of purchase orders.
- Creation and maintenance of parts in the ERP system database.
- Ensuring products are purchased at the right time, to specification and at optimal cost.
- Negotiating with suppliers and building positive, long-term relationships.
- Monitoring supplier pricing and terms.
- Collaborate with stores to plan, monitor and maintain suitable inventory levels.
- Assisting the accounts department with invoice queries.
- Assisting the Stores team with Stock takes.
- Covering the Stores team for Holidays etc as and when required.

## Essential skills/ experience

- Previous experience working as an Assistant Buyer, Purchasing Assistant or within a Procurement role
- Computer literate
- Excellent interpersonal, communication and negotiation skills
- Strong analytical and organizational skills
- Ability to multi-task, prioritise and perform well under pressure
- Ability to work well as part of a team
- High attention to detail
- Self-motivated and works effectively with minimal supervision

## Desirable skills

- Experience in the marine or manufacturing industry
- Experience with MRP/ERP software systems (M1 used at Cockwells)

COCKWELLS MODERN & CLASSIC BOATBUILDING LTD

MYLOR CREEK BOATYARD MYLOR BRIDGE CORNWALL TR11 5NS  
t: 0044 (0)1326 377 366 e: INFO@COCKWELLS.CO.UK w: WWW.COCKWELLS.CO.UK  
VAT NUMBER: 791 0536 28 COMPANY REGISTERED IN ENGLAND AND WALES NUMBER: 5674848

**Location**

At our main offices at Mylor Creek Boatyard, Mylor Bridge near Falmouth or at our site in Ponsharden, Falmouth. Applicants need to be flexible to work at either location.

**Salary**

Salary is negotiable depending on experience in the range of £27,000-£30,000 per annum.

**Interviews**

Interviews will take place as and when suitable applications are received.

**How to apply**

Please send your CV together with a covering letter outlining your suitability for the role, salary expectation and current notice period to [recruitment@cockwells.co.uk](mailto:recruitment@cockwells.co.uk)

We look forward to hearing from you.

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