



Junior Buyer

Job description



Do the
right thing



Be the
difference



Love our
customers



Never
settle



Look
forward

Role Profile

Job Title

Junior Buyer

Division

Product

Reporting to

Purchasing Manager

Location

Scarborough

The Role

Support the purchasing of goods and services the company needs to operate and deliver to customers.

This role involves researching suppliers, requesting quotes, raising purchase orders and helping track deliveries. You'll work closely with internal teams to understand requirements, learn how inventory and lead times impact operations, and support day-to-day purchasing activity.

Help source and order quality materials and services at competitive prices and suitable lead times to support Manufacturing and Service teams, while living our company values

Why you're our kind of person

We're not looking for people who sit down and say, 'that'll do', we're driven by doing the right thing for our customers. We operate in an agile fast paced environment, and we are always looking forward, improving, never settling, and wanting to be the difference for our customers. It's an exciting time to join the energy industry as we seek to reduce our reliance on fossil fuels and our ambitions present a tremendous opportunity. We work hard to deliver, and there's a lot to do, but the ability to make an impact in our business is significant. So, if that resonates with you and you want to love our customers as we do then come join a team of like-minded people

What you'll do

- Raise purchase orders and support simple contracts in line with agreed supplier terms, price and quality requirements.
- Request and compare supplier quotes and keep purchasing records up to date.
- Check and upload order acknowledgements following order placement.
- Chase suppliers for order updates, reschedule where needed, and highlight risks to delivery.
- Provide accurate delivery information and status updates to internal customers.

- Update the Company ERP system with prices/lead times/confirmed delivery dates.
- Review Supplier Performance - identification, evaluation, and management of suppliers.
- Ensure Invoice queries are minimised but resolved in a timely manner.
- Ensure compliance with all business regulatory requirements.

Experience

- Some understanding of purchasing/administration processes, with a willingness to learn commercial basics and company procedures.
- Clear communicator with internal stakeholders and suppliers (email and phone).
- Able to work well as part of a close team and build good working relationships.
- Confident to ask questions and escalate where needed; able to support simple supplier conversations under guidance.
- Good attention to detail with numbers and the ability to maintain accurate records.
- Comfortable using ERP systems (or quick to learn) and Microsoft Outlook, Excel and Word.

Additional information

- Either holds or willing to undertake the CIPS qualification pathway.
- Previous purchasing experience in a manufacturing environment will be considered favourably.

What good looks like

- Seamless: You'll provide high quality solutions to our customers
- Specialist: You'll be skilled in your area, be an expert in a number of Dale processes and be commercially smart.
- Collaborative: You'll advise your colleagues and input into other work and be able to work independently to get the job done

Building careers

**We want all our colleagues to grow and build careers with Dale.
We invest in our people for the future.**

Many of our team members have been with us for over 30 years and some of our management team began their careers as apprentices. As we have grown so too have they and that knowledge is passed down as our team develops and evolves.

No two days are the same and variety is a key part of life for our team at Dale. There's always an opportunity to learn new skills and progress your career. We want to be a great place to work that is diverse and inclusive which is why we focus on supporting people and their development.

Teamwork is where it starts

As a solutions business, teamwork is our bedrock. From our design and project management teams to the engineering team and customer service, all our teams work together to not only deliver the best customer experience possible but to support their colleagues both day-to-day and with their long-term career aspirations.

Our values



Do the right thing



Be the difference



Love our customers



Never settle



Look forward

Our values are the guiding principles that define how we do things here at Dale. We look for colleagues to share these values when joining the team.

Do the right thing

It's what we do when no one else is looking that defines us. For us, doing the right thing means being accountable for our actions and giving the highest level of attention, respect and consideration to everyone, all of the time.

We want Dale Power to be good to work both with and for. By always doing what's best for our customers, our colleagues and our company, we will build even greater trust and confidence in our brand. And it'll make us even better people to do business with. This also means being commercial – we won't over engineer and will strive to deliver the right solutions for the right price

Be the difference

The knowledge, skill and experience our people have make us unique. And we believe that every individual has within them the ability to lead by example, inspire those around them and be the difference between ordinary and excellent.

Whilst we are a collective of exceptional talents, we believe that our potential is greater than the sum of our individual skills. By taking responsibility the quality of our own work and pride in what we deliver as a team, we build not just better products, but a better business. For all of us.

Love our customers

We recognise that our customers trust their hard-earned budgets in our ability to help protect their business. In return, it's our duty to repay this trust by making their needs our priority. That's why every decision we make - and every outcome we measure - must be grounded in how well we serve our customers.

Keeping customers happy is the key to our success now and in the future - so we must show them how much they matter to us. Put simply: if we love our customers as much as we can, they will love us back.

Never settle

We're driven by trying to find solutions to what's in front of us. We are passionate and courageous in our decision making and restless in our pursuit of solving our customers problems. That means setting high standards, being sticklers for quality – and never settling for 'good enough'.

If you need inspiration to go above and beyond, look around you. We work with brilliant people who do exceptional things every day. And that, in itself, is an excellent thing.

Look forward

We've been around for a long time. We've seen and learned so much, and our experiences give us a unique pedigree. Our rich heritage gives us stability. But the future brings us new opportunities.

As the world strives towards net zero and organisations seek to secure their energy supplies, the curiosity that comes from always asking 'what's possible' means we are well placed to support our customers as they seek partners to help in managing their changing energy needs.

And that's a challenge we look forward to.