



### THE POSITION

To provide an administrative support service to the Project Engineering Team.

**POSITION:**  
Planner/Buyer

**DEPARTMENT:**  
Production

**TYPE:**  
Full Time

**LOCATION:**  
**Lambert**  
Station Estate  
Tadcaster  
North Yorkshire  
LS24 9SG  
United Kingdom

### KEY ACCOUNTABILITIES

- Procure parts from the supply chain aligned to project schedules & budgets.
  - Ensure schedules are understood and workload is managed so that deliveries are met.
  - Play a pro-active role in the departments continuous improvement programme.
  - Effective communication of status to internal customers, external customers and suppliers.
  - Ensure all work is carried out in line with the company SOP's, working instructions and relevant regulatory requirements.
  - Provide a high level of commercial awareness to ensure services are delivered in the most cost effective manner.
  - Creation of BOM's from customer lists / PDF's.
  - Being flexible within role to aid & support all staff during busy periods.
- Following & providing detail for all BU reporting mechanisms.

### KEY RESPONSIBILITIES

- Provide a high level of skill in interpreting internal and external customer requirements to ensure administrative services are aligned. This will ensure delivery of "Right First Time".
- Aiding in the preparation of QA and supporting documentation upon job despatch.
- Coordinate sub-contract processes for component manufacture whilst liaising with suppliers and the purchasing dept.
- Preparation of Lambert and Customer drawings for in-house and external manufacturing to ensuring customer confidentiality is to the highest possible level.
- Place purchase orders aligned to estimates on the Lambert supply chain.
- Gain a full understanding of the desired schedule requirements ensuring all components & services are delivered in line with the project schedules providing 100% on time in full.
- Liaise with the warehouse on a regular basis regarding transportation requirements to ensure best use of available resources and most efficient delivery routes.

- Proactively communicate with the Transport & Shipping Department to ensure packing & transport is always RFD.
- Ensure quality of output is maintained by verifying that it meets Lambert's SOPs and working instructions.
- Work with all Lambert colleagues to ensure compliance with ISO14001, ISO9001 and OHSAS18001 and support a culture of Lean and Continuous Improvement by complying with appropriate Standard Operating Procedures. This will ensure that Lambert retains its accreditation and maintains its position as a provider of high quality service and that its employees are working efficiently and safely.
- Work with all Lambert colleagues to ensure that our internal customer ethos is delivered and maintained through everything we do including right first time, on time and in full.
- Contribute to the departments continuous improvement programme to ensure the business provides the highest possible value of service to all customers.
- Communicate activity status to internal customers, external customers and suppliers to ensure they can effectively plan resources.
- Always demonstrate respect, integrity, trust and excellence in interactions with all colleagues, customers and suppliers in line with Lambert's internal customer programme.

#### **DESIRED SKILLS & EXPERIENCE**

- Experience of working in an administrative capacity an engineering environment.
- Experience in working within an ISO 9001 accredited organisation.
- A basic level of understanding of general engineering would be advantageous.
- Experience of working with a supply chain previously would be advantageous.
- Ability to provide administrative services on multiple projects simultaneously.
- Ability to communicate effectively at all levels, adjusting approach or communication channel to suit audience.
- Excellent numeracy and written language skills. .

#### **THE PERSON**

- Organised Individual having the ability to multi-task
- 3 GCSEs or equivalent at grade C or above including Maths and English
- Proficient in the use of MS office suite and familiarity of software such as Solid works and AutoCAD
- Sound Interpersonal Skills.
- Can promptly react to shifting priorities, demands and time lines through analytical and problem solving capabilities.

**If the above sounds like you and you would like further information or details of the full job description please contact HR. If you wish to apply please forward a copy of your CV together with a covering letter to [careers@lamberteng.com](mailto:careers@lamberteng.com).**