**Job Title:** Procurement Team leader

**Location:** York – office based

**Salary:** 35k + Bonus

**Employment Type:** Permanent 37.75 hrs

**Reporting to:** Group Head of Procurement & Quality

**Role Overview**

Are you a commercially minded, electronics buyer ready to help shape the future of a dynamic, international organisation?

At CyclopsGroup, we are seeking a talented Team Leader for our purchasing function. You will be responsible for the success of the department and will provide supporting management to fellow team members. The department is responsible for sourcing procured items and costing up customer enquiries, contract review ensuring compliance to company and statuary requirements, placing, and expediting purchase orders and working in line with ISO 9001 procedures.

This is a pivotal role at the heart of our Group. You will bring structure, knowledge, and proactivity to help develop internal relationships and external relationships with suppliers. Relationship development is key to this role.

The role requires an individual to who is driven by attention to detail ensuring that accuracy is maintained across the team, whilst effectively communicating its importance.

If you are looking for a role that combines day to day procurement, helping to develop a team, and the opportunity to influence supply chain strategy, while still staying close to sales delivery, this is your next move.

**Key Responsibilities**

* Day to day team management of team members, mentoring, supporting on workload, coaching and support with sourcing, costings, purchasing, and problem solving.
* Team meetings and one to ones of buyers for goal setting, team continuous improvement projects, performance management and development and training plans
* Technical and market knowledge support to buyers and sales teams
* Management of supplier databases and stock availability listings.
* Supplier approval, new vendor sourcing and performance monitoring (in conjunction with the quality department)
* Contract review, placing purchase orders, export compliance and supporting sales in back-end order processing.
* Stores deviations and quality issues on procured goods. Working with sales, stores, and quality to resolve them.
* Collaborate cross-functionally with sales, finance, and operations to ensure optimal supply, process efficiency and customer satisfaction.

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**Essential Skills & Experience**

* Minimum 3 years’ experience in a procurement or supply chain environment
* Proven ability to develop junior teams, manage external partners, and align strategy with commercial goals.
* Excellent communication, stakeholder management, and influencing skills.
* Experience of brokering electronics
* Proficiency with Office 365 (Word, Excel, PowerPoint, SharePoint, and MS Teams)
* Working knowledge of multiple ERP systems

**Why Join Cyclops Group?**

Since 1990, **Cyclops Group** has been a global leader in electronic components, known for reliability, customer focus, and innovation. With offices in the UK, USA, Canada, Europe, and China, we serve customers across industries and continents. We have expanded to other areas of the electronic industry via acquisition. For more please see [www.cyclops-group.com](http://www.cyclops-group.com)

**Perks & Benefits**

* **Bonus scheme** & **competitive salary**
* **Healthcare cash plan** (up to £2,000/year, incl. dental and eye care)
* **Pension scheme**
* **28 days annual leave** (including bank holidays), increasing to 33 with service
* **Some Hybrid/flexible working** (Fridays WFH)
* **Career development** and **training opportunities**
* A vibrant company culture with regular social events, charity days, wellness perks and staff activities including sports, BBQs, and other events.

**Ready to Take the Next Step?**

If you are passionate about commercial delivery and people management and ready to make your mark within a supportive, high-performing team—we would love to hear from you.