

DiversiTech International Ltd.

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## We Are Hiring!

### Senior Planner Buyer

**Location: Diversitech International**

**Industry: HVAC**

DiversiTech International, a rapidly growing organisation within the HVAC sector, is seeking an experienced **Senior Planner Buyer** to join our dynamic team. This role is integral to ensuring the effective negotiation of prices, analysis of sales data, timely purchasing, and on-time delivery of goods to meet the organisation's operational and commercial needs.

#### Key Responsibilities:-

- Build and maintain strong relationships with global suppliers.
- Monitor and evaluate supplier performance, addressing any issues proactively.
- Manage the procurement of goods and services to ensure continuous supply.
- Analyse sales trends and forecasts using historical data within the MRP System.
- Collaborate closely with the Sales Team to ensure procurement aligns with sales demand.
- Raise accurate purchase orders and ensure all details are correct.
- Expedite and track orders to ensure stock availability and timely delivery.
- Maintain accurate documentation, including document tracking and control.
- Build and maintain effective relationships with shipping agents.
- Oversee container tracking and logistics coordination.
- Communicate any potential supply delays or product issues to relevant internal teams.
- Ensure supplier cost data is accurate and up to date within the ERP system.
- Maintain and update procurement schedules on a weekly basis.
- Support the department in enhancing and streamlining procurement processes.
- Manage invoice control and approvals.
- Perform general supply chain administration tasks as required.

#### Skills/Experience

- Minimum 5 years' experience in a fast-paced Supply Chain environment.
- Minimum 5 years' experience in Global Purchasing and supplier management.
- Proven background in liaising with overseas suppliers and logistics partners.
- Desired experience in Microsoft Dynamics 365 although not essential
- Microsoft Office applications e.g. Excel/Word.
- Excellent organisational and data management skills.
- Meticulous attention to detail with a methodical and diligent approach to work.
- Strong communication skills, both written and verbal.
- A collaborative team player with integrity and respect for others.

- Proactive problem solver with sound decision-making abilities.
- Capable of managing multiple priorities in a dynamic environment.
- Eagerness to learn, develop, and contribute to continuous improvement initiatives.

### **What Can We Offer?**

- A warm, friendly, and supportive working environment that encourages engagement, empowerment, and growth.
- Full-time, permanent position:
- 38.75 hours per week (Monday–Friday, 8:30am–5:00pm, on-site).
- Salary: Competitive

### **Benefits include:**

- Pension scheme
- 25 days annual leave (plus additional leave)
- Life insurance
- Non-contracted discretionary bonus

To apply please email CV to [marketing@diversitech.com](mailto:marketing@diversitech.com)

Please put **Senior Planner Buyer** in the subject of your email