



Procurement Administrator

Summary

We are looking for a self-motivated Procurement Administrator to join our procurement team to support the sourcing and delivery of components from suppliers.

[The Little Car Company](#)

Compensation: Depending on experience + share options + bonus scheme

Location: The Little Car Company Headquarters, Bicester Heritage, Oxfordshire

Holiday: 25 days per year, option to take 1 month off unpaid per year after 1 year service

Share options scheme: After 6 months with us - we want everyone to feel 'ownership' of the company

Start date: Immediate

Reports to: Production Director

C-19 friendly process: We'll likely do the majority of initial interviews by video call, but will look to meet candidates in person (as per Govt. guidelines and where safe and suitable to do so) if possible.

A bit about us:

As it says in the name, we make little cars. [But they're a little bit special.](#)

The Little Car Company makes officially-branded drive-able little cars for luxury high-end motor manufacturers. We're already making cars for Bugatti and Aston Martin Lagonda, and there are more already in the prototype build phases.

Beautifully engineered vehicles don't just appear at our client's front doors - they are a result of months and sometimes years of meticulous design, dedicated craftsmanship, uncompromising testing and a personal customer experience second to none.

That doesn't happen without an exceptionally talented team fuelled by a determination to create truly remarkable vehicles, whilst having a ton of fun along the way. We work with the best car manufacturers in the business, so are only looking to recruit amazing talent to our small but highly functioning team.

We are building something special, an environment where everyone looks forward to their Monday mornings (our CEO Ben literally bounds out of bed each morning) and everyone in the company knows the difference they are making and can see how much value they are adding every day.

It helps that our products are [pretty awesome too.](#)

The role:

As we look to grow exponentially in the next few years we are looking to recruit an individual who is capable of supporting our procurement team through sourcing components for the current vehicle builds, working closely with the Manufacturing and Planning departments to ensure all parts are in stock for production.

The role won't just be based in current production, there will also be opportunity to support new products in the product creation phases and work with suppliers to improve quality and delivery.

The role will be suited to an individual able to work in a high paced procurement environment, who is able to quickly respond to challenges that may arise during the procurement process in order to keep production on time.

How we see Procurement Administrator Role:

- Send out RFQs to suppliers
- Setup parts and suppliers in the ERP system, as well as updating pricing
- Raise orders to meet the production plan
- Ongoing order management, working closely with our suppliers to complete on time delivery
- Liaise with suppliers to provide updated drawings
- Run ERP reports to highlight overdue parts and shortages
- Support the warehouse team with any booking in process issues
- In conjunction with Manufacturing, work with our suppliers to overcome any quality issues

Skills:

- Experience of working in a small Engineering environment with a fast-paced work schedule and rapidly changing priorities.
- Experience of ERP systems, ideally SAP Business One
- BoM experience to understand, maintain and implement a robust and accurate BoM
- Ability to read key information on technical drawings
- Understanding of vehicle components is an advantage, but not a requirement
- Excellent Excel skills, working knowledge of other Microsoft software and Google Sheets
- Good interpersonal skills
- Able to manage own workload
- Good written and oral English

Details / perks:

- Full time in at The Little Car Company's brand new HQ at Bicester Heritage, the UK's first automotive campus. It is a stunning place for any car enthusiast to be based.
- Flexible working from home – we are a family friendly employer
- Competitive salary and 25 days holiday a year
- Opportunity for equity ownership / stock options and compensation will increase as we grow – ultimately you are in control of your destiny and the rewards will be there for the right people
- Our company car is a Caterham – as an employee you can book a weekend to use it as you like (within reason!)

Keen to apply?

We want to hear from you! Please send us a covering note (maximum 400 words) with why you are the right candidate for this role. Please don't just regurgitate your CV – we are looking for a flavour of you and what you can bring The Little Car Company. Think of this as your own personal highlights reel. Please include your salary expectations within this covering note.

Please note that if you have not heard from us one week after the closing date of the advert then on this occasion then you have not been successful. However, we will keep all applications on file and be in touch if any future roles match your skills.