



BUYER

Job Description | February 2019

IKAWA

IKAWA is a fast-growing start-up based in east London.

We design and manufacture transformational, innovative systems to improve the quality and appreciation of coffee and have customers in over 70 countries worldwide.

Our products currently consist of two types of coffee roasting machines together with supporting apps and a range of curated green coffees. The award winning IKAWA Sample Roaster is used by coffee professionals to advance coffee quality by helping them improve their evaluation of green coffees. It has already been disruptive in this sector and is now being used by industry leaders to enter and win global coffee competitions.



We have also launched our first product in the IKAWA At Home range - our Smart Home Coffee Roaster System. This simple and accessible approach includes a coffee roaster, selection of green coffees, roast recipes and the IKAWA Home app. It is designed bring coffee to life for coffee connoisseurs and enthusiasts. We're excited about the opportunities to expand in this sector.

Our head office is in London Fields, East London. We have a sales office in Los Angeles and distributors worldwide.

Join us and help deliver this potential.



The Role

We are excited to be recruiting for a highly organised, commercially astute person to join our growing team in our East London office.

Managing all purchasing activities for our production, this role is critical in maintaining continuity of supply in line with OTIF, cost and quality. We purchase over sixty unique components from over thirty suppliers globally, ranging from the manufacture of high value, technical, custom parts, to packaging and printing, to green coffee. You will be required to develop a technical understanding of our Roasters, supported by appropriate training and insights gained on the job, to maintain exacting standards of quality and accuracy. In addition, you will support our R&D function as we introduce design or supply improvements and develop new product concepts.

In this complex and challenging position, you will be responsible for:

- Planning and forecasting parts supply
- Assessing capacity/capabilities against the forecast, to effectively manage the supply chain
- Review and measure supplier delivery performance
- Escalate any parts supply issues
- Cost forecasting and budgeting
- Parts ordering for each product variant and production runs
- Building and maintaining effective supplier relationships
- Effective cost negotiation to manage profitability of production
- Management of invoice vs delivery reconciliation
- Stock management within our workshop and our online stock management software
- Various production and operations administration

Person Specification - Knowledge

- Understanding the supply markets for engineering materials
- Sourcing electrical and machined parts
- Knowledge of interrogating and reviewing design drawings
- Highly computer literate with good level of numeracy and literacy
- Ability to extract data and manipulate to show usage requirements
- Kanban and JIT manufacturing processes
- Demonstrable success in cost reduction through Value Engineering
- Vendor assessment site visits

Person Specification - Skills

- Strong negotiator at all levels
- Excellent interpersonal skills
- A positive, can do attitude
- Supplier performance monitoring
- Contract drafting and negotiation
- Written and oral communication
- Ability to conduct meetings on and off site
- Supplier development
- High levels of attention to detail and organisational skills
- Resourcefulness & the ability to independently solve problems



Person Specification - Experience

- Proven procurement experience
- Ideally be educated to degree/HND in Engineering or Business Studies
- Membership of, or working towards CIPS qualification is a plus
- Experience and/or an interest in working with/for start ups
- Experience and/or a keen interest in coffee (is useful but not essential)

Working with our Supply Chain Manager, this role is integral to the smooth running of the business and critical to the next phase of our growth. You will have a real opportunity to shape our purchasing strategy as the business grows, and develop your role and take on increased responsibility through excellence in your performance.

Location

Our office and workshop is located at:
IKAWA Ltd, Unit 9, Bayford Street Business Centre, Bayford Street, London, E8 3SE.

Contract

Full time (Monday - Friday).
Immediate start available. Notice periods considered.

Remuneration

Competitive salary based on experience.
Company benefits including MacBook, Home Roaster, team incentives and activities, perks, occasional travel, L&D opportunities, 22 days' holiday plus bank holidays, access to company pension scheme, ride to work scheme.

Application

Please send a CV, a cover letter, maximum one side, including the thing that excites you most about this role, and setting out how your experience meets the job description, to jobs@ikawacoffee.com.

Please contact Matyas Tamasi, HR Manager with any queries on +44(0)7397512324.