

SUPERBIKE **FACTORY**

ALWAYS READY TO RIDE

Superbike Factory Ltd
Snape Road | Macclesfield | Cheshire | SK10 2NZ
Tel: 01625 353012 / Fax: 01625 353002

Job Title: Purchasing Team Leader

Department: Purchasing

Location: SuperBike Factory, Macclesfield

Reports To: Purchasing Manager

Level: Mid

Employment Type: Full-time

Job Purpose:

The Purchasing Team Leader supports the Purchasing Manager in overseeing day-to-day team performance, ensuring KPIs and compliance standards are met, and improving the quality of motorbikes acquired by the business. This role involves mentoring team members, supporting departmental operations, and contributing directly to purchase activity and customer engagement. The Team Leader plays a key role in maintaining performance consistency and upholding company standards.

Key Responsibilities:

Lead Management – Ensure DR and CRM leads are contacted and managed promptly. Support the team in booking appointments and securing bike purchases.

Customer Engagement – Engage with potential sellers, explain the company's process and unique selling points, negotiate pricing, and complete purchases alongside the team.

Team Support – Act as a key point of contact for Purchasing Executives, providing day-to-day support, guidance, and motivation.

Purchase Approvals – Approve bike purchases to ensure alignment with company quality standards.

Inbox Management – Monitor customer communications and allocate enquiries across the team, ensuring timely follow-up.

Reporting – Maintain and update daily trackers, assess bike quality, and escalate key issues or trends to the Purchasing Manager.

Departmental Integration – Collaborate with other departments to support operational cohesion and the customer journey.

Deputise for Purchasing Manager – Take ownership of Purchasing Manager responsibilities during periods of absence.

SUPERBIKE **FACTORY**

ALWAYS READY TO RIDE

Superbike Factory Ltd
Snape Road | Macclesfield | Cheshire | SK10 2NZ
Tel: 01625 353012 / Fax: 01625 353002

Team Development – Assist in the coaching and performance development of the Purchasing Executives, ensuring personal and team targets are achieved.

Required Skills and Qualifications:

Experience:

- Experience in a target-driven sales or purchasing environment
- Experience using CRM and dialler systems
- Proven ability to work in fast-paced, high-volume settings

Technical Skills:

- Strong understanding of Microsoft Office, especially Excel
- Comfortable managing performance trackers and customer contact systems

Soft Skills:

- Excellent communication skills, both verbal and written
 - Confident working with multiple stakeholders
 - Strong organisational and multitasking abilities
 - Self-motivated with a positive, team-oriented mindset
 - Ability to provide effective peer-level leadership and motivation
-

Performance Standards:

- Achieve daily, weekly, and monthly bike purchase targets
 - Maintain bike quality standards, keeping “No Buy” rate under 5%
 - Contribute to CRM and DR lead conversion goals
 - Ensure Purchasing Executives meet individual monthly targets
-

Working Conditions:

Environment: Office-based role within a high-energy purchasing department

Physical Requirements: Standard office environment

***SUPERBIKE* FACTORY**

ALWAYS READY TO RIDE

Superbike Factory Ltd
Snape Road | Macclesfield | Cheshire | SK10 2NZ
Tel: 01625 353012 / Fax: 01625 353002

Scheduling: Full-time hours with Weekend work required on a rota basis

Key Relationships:

Internal: Purchasing Manager, Purchasing Executives, Sales, Valeting, Processing, Logistics, and Customer Service Teams

External: Private sellers and other customer stakeholders (via email/phone communication)

Career Development Opportunities:

- Progression into a Purchasing Manager role
- Opportunities to develop leadership, compliance, and performance management capabilities

Note: this job description is not exhaustive, non-contractual and may be added to or changed from time-to-time following discussion and consultation with the post holder and line manager.