



A day in the life of our Buyer and Sales Administrator

Gemma Preece

What is your job at Aldermans?

I'm a Buyer/Sales Administrator. On one hand I look after our key customer accounts, whilst also looking after all the company's purchasing requirements.

What do you do on a typical day at work?

A typical day would involve purchasing goods, providing the best service to our key customers, raising works orders for the shopfloor, and creating Bills of Materials.

What do you like the most on your job?

My job can be very challenging and interesting. No day is the same here at Aldermans which is great (it keeps me on my toes!!)

I love speaking with customers on a daily basis and delivering the best possible service.

I'm always happy, too, when I negotiate well with our suppliers and secure a great deal... us women love a bargain!

When did you start working at Aldermans?

I started working at Aldermans in February 2009. Before then I worked as a junior buyer for a computer company.



How did you become a buyer?

I didn't become a Buyer through any qualifications - I gained experience from my previous employment as a Junior Buyer, where I learned the basics from a colleague.

Then In 2014 I attended a Professional Procurement Programme for five days. This was a great training course covering strategic purchasing, inventory management, supplier evaluation and development. This helped me develop my purchasing skills and apply them to my job at Aldermans.

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Who do you work with? How important is teamwork?

I'm in close collaboration with Greg, our Production Planner. I believe teamwork is more efficient than working on your own, because you always get a better outcome.

What do you like about Aldermans?

Well, Aldermans is a very supportive and understanding company, which I think is very important as there aren't many companies like that around. I really like the working atmosphere as everyone is friendly and helpful. Besides that, it's a stable job for me.

Could you imagine doing anything else then being a buyer if you have the chance?

I'd love to be a midwife because it is always something I have wanted to do.

Gemma helps ensure our materials stores are topped up, ready for production.



How do you spend your free time?

In my spare time I enjoy spending time with my fiancé and family. I also love the gym, because if you have had a challenging day at work you can let out all your frustration.

If you could be anything you'd like (e.g. superhero or a famous person) who would you like to be?

A younger version of the Queen because she's rich and important. In addition I would be on every bank note!

About Aldermans

A family firm, established in Plymouth for over 45 years, we're one of the region's best-known and respected metal fabricators.

Combining traditional skills with the latest technologies, we offer our clients an integrated metalwork service, from design and prototyping to small or large-scale production runs.

Our technologies include press tooling, pressbrake folding, CNC machining (lasering, punching, milling, turning), cutting, welding, assembly and kitting, and powder coating.

We are proud to hold the EN ISO 9001 quality management certification.

As well as investing regularly in the latest technologies, we also invest in our staff through training in manufacturing management techniques, such as lean manufacturing and Six Sigma.

We are an active member of PMG, the Plymouth Manufacturers' Group.