

Junior Buyer

Role summary

Earning Potential: £25,000 - £35,000 depending on experience

Starting: ASAP

Reporting to: Procurement Manager

Working Hours: Full-time but open to discussing a flexible working pattern for the right candidate.

Location: Company HQ (Hedley Studios, 142 The Command Works, Bicester Heritage, Bicester, Oxfordshire, OX27 8FY)

About Us: Hedley Studios

At Hedley Studios we create beautifully engineered, officially licensed scale recreations of some of the world's most iconic classic cars. Our craftsmanship, prestigious brand partnerships, and global reputation place us at the intersection of luxury, automotive heritage, and design excellence.

About the role

We are looking for a hands-on Junior Buyer to join our Procurement team and provide additional support across our Bentley, Porsche and Ferrari programmes. This is a varied role in a fast-moving, low-volume automotive environment, with around 80% of your time focused on procurement activity and the remaining 20% supporting the rollout and administration of Odoo, our new business management system.

Working closely with our Procurement Manager, you will take ownership of lower-value BOM items, consumables and day-to-day supplier coordination, helping to ensure the right parts arrive at the right time to keep our vehicle build programmes moving. You will also play an important role in improving the quality of our supplier and purchasing data within Odoo, working alongside the Finance Team.

This would suit someone with some purchasing or procurement experience who enjoys being organised, following things through and working closely with suppliers and internal teams. You do not need to be a highly experienced strategic Buyer; we are looking for someone who is practical, commercially aware and comfortable getting stuck into the detail.

The Day-to-Day Responsibilities

Your responsibilities will include:

- Taking ownership of lower-value BOM items across our Bentley, Porsche and Ferrari programmes.
- Raising and managing purchase orders, RFQs and supplier quotations.
- Tracking deliveries and proactively following up with suppliers to resolve delays and shortages.
- Managing the ordering and availability of workshop consumables.
- Supporting the sourcing and identification of new suppliers, including suppliers for in-house welded components and dual-sourcing requirements.

- Maintaining accurate supplier, purchasing and product information within Odoo, correcting and updating existing records where required.
- Providing administrative support during the wider rollout of Odoo and helping ensure procurement data remains accurate and up to date.
- Working closely with the Head of Procurement, allowing them to focus on high-value purchasing, strategic supplier relationships, cost reduction and critical supply risks.
- Building strong working relationships with Engineering, Production and other internal teams to understand priorities and help keep the build plan on track.

About you

- Some manufacturing procurement experience – automotive is ideal but not essential
- Exceptional communication skills. Confident, persuasive, and articulate in both written and spoken English, additional languages desirable
- Process driven and confident using MRP systems. Experience in Odoo ideal but not essential.
- Self-starter and comfortable operating autonomously in a flexible, unstructured environment, taking initiative and ownership of results.
- Professional, polished, well-presented, and capable of representing a premium brand to Suppliers.
- Adaptable and proactive with a flexible, can-do attitude suited to a dynamic start-up environment.
- Full UK driving licence desirable; able to travel internationally for client events and HQ based activities as required.

Why Hedley Studios?

We're an inclusive, expert, and friendly team with the energy of a startup and the passion of true enthusiasts. Committed to equality, diversity, and inclusion, we aim to attract exceptional talent from the widest possible pool. We're driven to create extraordinary vehicles — and enjoy the journey along the way.

What We Offer

Purpose & Opportunity

- The opportunity to be a significant part of a small British manufacturing start-up
- The chance to work with some of the best car brands in the world
- A workplace where teamwork and leadership are visible in action, with real opportunities to learn, grow, and develop
- A high-performance environment designed to support your personal and professional development

Reward & Ownership

- A competitive remuneration package
- A bonus scheme
- Share options

Health, Wellbeing & Financial Security

- Private healthcare including optical, dental, and hearing cover through Vitality Health, along with associated lifestyle perks
- A modern workplace pension with Thrive + Smart Pension, offering an easy-to-use app to track your savings, manage contributions, access financial education and 1–2–1 sessions with a financial coach, all while Smart Pension manages investment and administration

Work-Life Balance & Flexibility

- A family-friendly employer offering enhanced maternity and paternity leave
- Flexible working patterns and hybrid working options where practical
- Additional annual leave, accruing one extra day per year of service up to a maximum of 30 days

Location & Environment

- Free on-site parking at the historic Bicester Heritage site, home to our HQ – a unique and inspiring location for any car enthusiast

How do I apply?

We'd love to hear from you. Please send a covering note (max 400 words) explaining why you're the right fit for this role, along with your CV, to careers@hedleystudios.com

We're looking for more than a CV—tell us what makes you stand out and what you'd bring to Hedley Studios. Think of it as your personal highlights reel.

If you do not hear from us within one month of the closing date, please assume your application has been unsuccessful on this occasion. We may, however, retain your details securely and contact you in future should a suitable opportunity arise that matches your skills and experience, in line with our data protection policy. If you would like your application removed from our records, please email data@hedleystudios.com

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- The opportunity to be a significant part of a small British manufacturing start-up
- The opportunity to work directly with some of the most iconic and prestigious automotive brands in the world
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