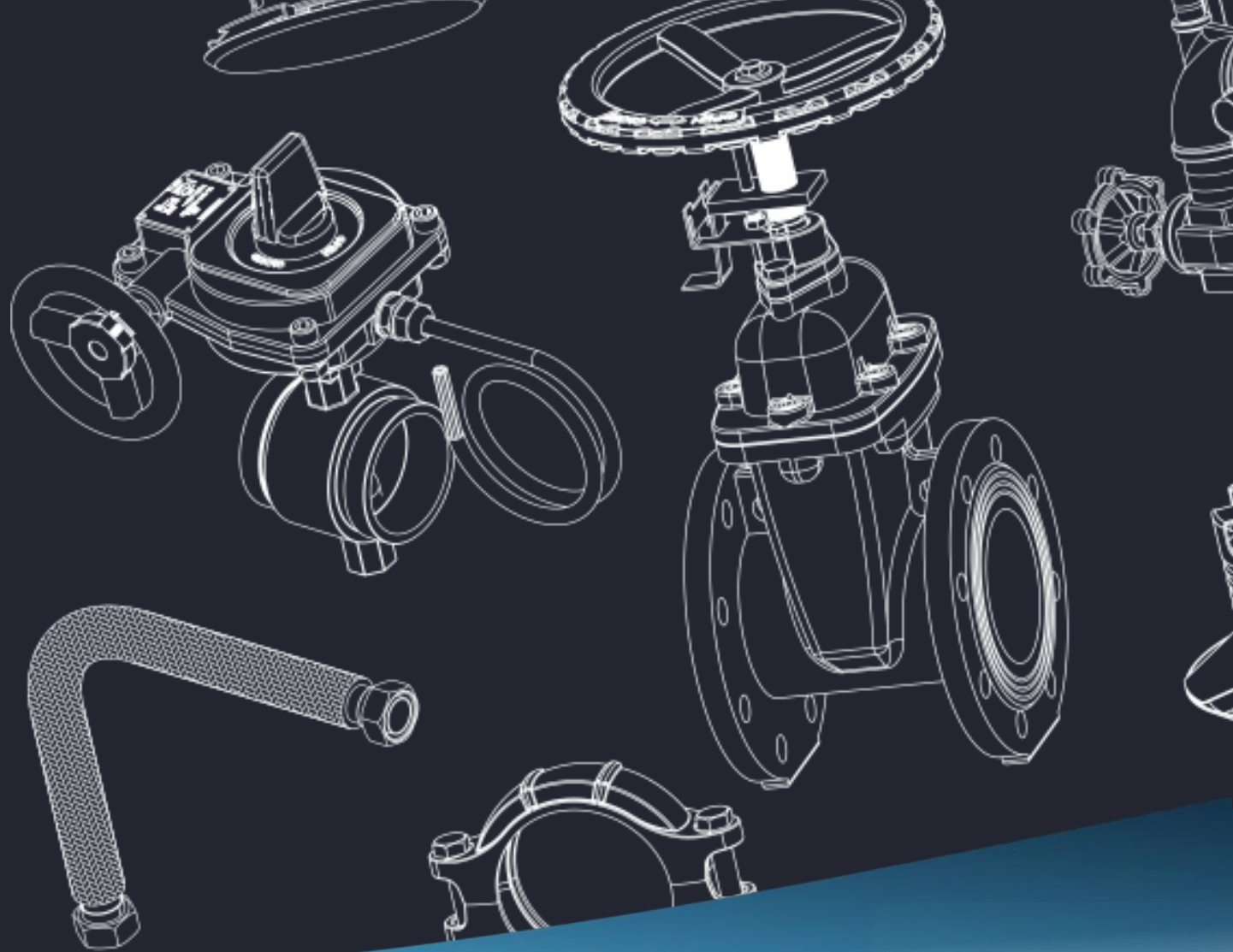




Purchasing Co-ordinator

August 2026



Join Rapidrop

A Global Leader in Fire Protection Innovation



At Rapidrop, we are proud to be a British manufacturer and global supplier of high-quality fire sprinklers and fire suppression equipment. From our headquarters in Peterborough, Cambridgeshire, we support customers in over 75 countries with reliable, internationally approved fire safety solutions.

Our product range, including UK-manufactured sprinkler heads, valves, flexible hose systems and specialist fire protection components, has built a strong reputation for quality, innovation, technical expertise and our customer-centric approach.

We are committed to protecting lives and property, with our systems installed around the world and contributing to major commercial developments and landmark projects.

IFI, the original foundation of Rapidrop, supports the construction and fenestration industry by supplying specialists and installers with a comprehensive range of fixings, fitting tools and consumables. Over the past eighteen months, Rapidrop has entered an exciting new phase of growth, welcoming a new CEO and Chairman alongside significant investment and long-term expansion plans. This includes new storage facilities in the UAE, increased European capacity and a new product development programme to expand our range and improve availability.

Today, our teams operate across the UK, Europe, the Middle East and South Africa, supported by continued investment in our UK headquarters, including a fully refurbished modern office environment. With a collaborative culture and a growing international footprint, Rapidrop offers an exciting opportunity to contribute to a business focused on innovation, growth and protecting people and property worldwide.



The Shard, United Kingdom



Mall of Istanbul, Turkey

Role Overview

Job Title: Purchasing Co-ordinator

Location: Peterborough

Contract: Permanent

Reports to: Purchasing Manager

The **Purchasing Co-ordinator** plays an important role in supporting the day-to-day operation of Rapidrop's Purchasing function, ensuring the timely sourcing, procurement and delivery of non-stock and ad-hoc stock items across the business.

Working closely with suppliers and colleagues across Operations, Supply Chain, Finance and other internal departments, the successful candidate will manage the end-to-end purchasing process, helping to secure competitive pricing, maintain strong supplier relationships and support the efficient delivery of purchasing activities.

This is a varied role that combines purchasing administration, supplier management and procurement coordination, making it an excellent opportunity for someone who enjoys building relationships, solving problems and working in a fast-paced manufacturing environment.



Agbar Tower, Spain



Hilton Airport, Amsterdam, Netherlands

Key Responsibilities

- Manage the end-to-end purchasing process for non-stock and ad-hoc stock items.
- Source products and obtain competitive quotations that deliver the best value to the business.
- Build and maintain strong relationships with suppliers, negotiating pricing, lead times and commercial terms.
- Raise and manage purchase orders, ensuring accuracy throughout the purchasing process.
- Monitor outstanding orders and proactively manage supplier deliveries.
- Maintain accurate purchasing records and supplier information within company systems.
- Work closely with internal stakeholders to ensure purchasing requirements are delivered efficiently.
- Support continuous improvement across purchasing processes, supplier performance and service delivery.



Wembley Stadium, United Kingdom

Experience & Expertise

Essential

- Previous experience within a Purchasing, Procurement or Supply Chain role.
- Experience managing the end-to-end purchasing process.
- Strong supplier relationship management and negotiation skills.
- Experience sourcing non-stock or indirect purchasing requirements.
- Good commercial awareness with the ability to balance cost, quality and service.
- Strong organisational skills with excellent attention to detail.
- Good Microsoft Office skills and experience using ERP or purchasing systems.

Desirable

- Experience within a manufacturing, engineering or distribution environment.
- Experience monitoring supplier performance and delivery schedules.
- Experience supporting purchasing process improvements.
- Knowledge of procurement best practice and supplier management.



VIMD Kvar, Zagreb, Croatia



Heathrow Airport, Terminal 5, United Kingdom

Why Join Rapidrop?

Rapidrop is a growing international business with a strong reputation for quality, innovation and reliability within the global fire protection industry. As the company continues its global expansion, we are investing in our people, products and capabilities to support long-term growth.

Joining Rapidrop means becoming part of a collaborative and ambitious team, where individuals are encouraged to contribute ideas, take ownership of their work and make a meaningful impact on the business.

This is an exciting opportunity to play a role in shaping the next stage of Rapidrop's international growth, working alongside experienced colleagues across multiple markets and functions.

What We Offer

- Salary to £29000 DOE
- Company pension total 8% (Employee contributions 3% Rapidrop Global contributions 5%)
- Annual leave 25 days (pro rata), Christmas shutdown (up to 3 days annual leave to be kept back to facilitate this)
- Buying/Selling Holiday
- Death in service benefit –4 x annual salary from day 1
- Opportunities for professional development and career progression
- Employee Assistance Program –Access to full support services 24/7, shopping rewards, health cash plan, access to online Dr Appointments
- Free on-site parking



Galeria Korona, Poland

Ready To Apply?

If you are excited about the opportunity to join Rapidrop and feel your experience aligns with the role, we would love to hear from you.

Our Recruitment Process

1. Apply

Please [click here to submit](#) your CV and a short supporting statement

2. Review

Applications are reviewed on a rolling basis and interviews may take place before the closing date, so early applications are encouraged.

3. Initial Conversation

Shortlisted candidates will be invited to an introductory discussion via Teams.

4. Interviews

Candidates progressing will attend two formal interview with key stakeholders at our Head Office in Peterborough or via Teams.

5. Outcome

A final decision will be made and candidates will be informed as soon as possible.

Inclusive Recruitment

Rapidrop is committed to creating an inclusive and supportive workplace where everyone feels valued, respected and able to thrive. We welcome applications from people of all backgrounds, experiences and perspectives, recognising that diversity strengthens our teams and drives innovation.

If you require any adjustments or support at any stage of the recruitment process, please let us know. We are committed to ensuring every candidate has a fair and positive experience.

Good luck with your application. We look forward to receiving your application and exploring how you could contribute to Rapidrop's continued growth and success.

