

JOB DESCRIPTION

Job Title: Buyer

Department: Purchasing Department

Vacancy Code: AG04

Requirement Overview

The purpose of this role is to manage Direct Material spend across a number of OEM suppliers, commodities, components, and assemblies with respect to quality, cost, and delivery. In addition, the business requires leadership in achieving the lowest total cost of ownership through negotiations, value engineering and Low Cost Country sourcing when necessary.


The performance of the successful individual in role is defined and measured by goals and behaviours which give purchase price cost reduction / on time delivery/ short lead-times / best in class quality performance, and payment term improvements

Role and Responsibilities:

- 1) Select and implement suppliers as necessary according to the sourcing process.
- 2) Negotiate best practice initial terms with suppliers.
- 3) Monitor supplier's performance (cost, quality, delivery).
- 4) Continuously develop suppliers to improve their service.
- 5) Manage all assigned tasks, escalating areas of concern.
- 6) Maintain all system parameters for suppliers and parts
- 7) Maintain an accurate order profile with suppliers.
- 8) Additional responsibilities cover benchmarking activities in: Low Cost Country Sourcing, Direct Material spend, Supplier Tier 1 to Tier 3 leverage and consolidation opportunities, identifying market trends, supply trends.
- 9) Lead the supplier selection and nomination process
- 10) Benchmarking activities covering categories/ sites/ products/ suppliers
- 11) Identify new opportunities for business improvement

Person Specification

- 1) The individual will have strong influencing skills and be able to engage with stakeholders at all levels.
- 2) Managing commodities and mitigating the risks within the market whilst running additional, effective sourcing campaigns is critical
- 3) The role is complex in nature and dynamic, the incumbent will be highly capable of understanding market volatility, supply chain dynamics, organisational capability, risk management and integrating all the different roles within the company.


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Knowledge

- 1) CIPS qualified or equivalent with exceptional negotiation skills
- 2) Degree educated (engineering, science, business admin) or equivalent combination of education and work experience
- 3) GCSE or above in Mathematics or to a demonstrable equivalent standard: Essential
- 4) GCSE or above in English or to a demonstrable equivalent standard: Essential

Experience

- 1) A demonstrable track record of volume buying with complex supplier bases and the benefits realised: Essential
- 2) Strong evidence and experience working with suppliers located in low-cost countries: Essential
- 3) Purchasing or sourcing experience at an OEM or Tier 1 supplier to an OEM : Desirable
- 4) A manufacturing background would be highly advantageous but incumbents who can demonstrate success in a similar role in other industries will be considered: Desirable
- 5) Computer literacy in MS Office Products and MRP systems: Essential

Skills

- 1) Analytical, problem solving, and project leadership skills: Essential
- 2) Effective communicator, written and verbal: Essential
- 3) Well-developed interpersonal skills are required in dealing with sensitive issues, developing others, and reaching consensus on specific actions: Essential
- 4) Results driven, self-confident individual with an ability to influence peers and superiors: Essential
- 5) Strong character and customer facing/people skills
- 6) Consistent drive and energy, positive attitude: Essential
- 7) Flexible work ethic: Essential
- 8) Self-directing and able to work under pressure to achieve problem resolutions: Essential
- 9) Strong influencing and negotiating skills: Essential
- 10) A self-starter, able to take the initiative and drive performance improvement: Essential
- 11) Sense of urgency in completing tasking to required targets in terms of output quality and time: Essential
- 12) Ability to work as part of a team: Essential
- 13) Ability to communicate effectively with fellow colleagues: Essential



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