

Buyer

Hydro Group manufactures bespoke subsea cable and connector assembly engineering for the oil and gas, marine renewable energy and defence industries.

We are certified to ISO 9001 and 14001:2015 to design and manufacture subsea electrical and optical connectors, electrical pressure hull penetrators, associated subsea electrical cable terminations, installation of electrical and optical connectors, specialist underwater and harsh environment electrical and optical composite cables, tethers and umbilicals. Our products are precision-engineered to withstand the harshest environmental conditions.

Position Summary

- Provide efficient procurement in terms of goods, materials & services to ensure the company's operational needs are met. Considering the right Price Quantity, Quality & Delivery
- Provide cost effective solutions to support business activity.
- Conduct all procurement tasks in an ethical manner IAW CIP code of ethics.
- Manage / Approve all Vendors with correct Due Diligence to support all Operational & Business Activity

Please note that this role will be fully office based.

Skills:

- CIPS Diploma (Procurement & Supply)
- Knowledge of transportation management systems, customs import / export control regulations & compliance.
- Exceptional communication skills, both verbal and written
- A proactive attitude towards continuous improvement initiatives within the Logistics & Procurement functions.
- Competent in the use of Microsoft Packages (Word, Excel, PowerPoint)
- Teamwork Ethic / Adaptability /
- Resilient, initiative-taking & able to work well under pressure.
- Comfortable working efficiently remotely / available immediately or at short notice to complete urgent scopes as required by the business.
- Problem Solving

Job Responsibilities

- Assemble parts supplied in kit form as per engineering drawings.
- Provide Technical & Commercial assistance, mentoring & coaching to the Purchasing Co-ordinators.
- Proactively expedite all project related and business critical deliverables.

- Actively participate in supplier performance reviews with SCM & conduct regular management reviews with key suppliers to assess & evaluate trends.
 - Research & evaluate areas of opportunity and reduce costs where possible.
 - Develop creative & innovative procurement processes.
 - Develop ideas & strategies to improve operational efficiencies, add value, aid business performance and work towards a strategy of continuous improvement.
 - Negotiate contracts, improved prices & terms of business reviewing opportunities to make business savings utilising negotiation & procurement best practice tools & methods.
 - Ensure that a professional & consistent approach is taken in relation to all suppliers' relationships.
 - Balance both tactical executions with strategic initiatives necessary to drive cost reduction within the business.
 - Undertake research on & evaluate / new suppliers exploring alternate sources for goods & services.
 - Build, maintain & manage Supplier relationships fostering good open communication at all times where possible.
 - Receive engineering or generic specifications and source competitive bids from qualified suppliers that meet the quality, budgetary and project requirements.
 - Manage business quotation requests from all internal stakeholder user departments.
 - Review incoming order contract packages to revalidate quotes obtained and provide new quotations as required.
 - Manage inventory levels effectively to support Operations demand with support Purchasing Administrator & SCM.
 - Develop and implement logistics strategies to improve efficiency and reduce costs across the supply chain.
 - Utilise transportation management systems to track shipments, monitor performance to end client / Collate all export documents for reference & file.
 - Collaborate with cross-functional teams to align logistics operations with overall business objectives.
 - Ensure all logistics activities adhere to health and safety standards.
 - Manage allocated budgets and purchases for the Group.
 - Provide GA/BOM material breakdown support working with production stakeholders to support business procurement requirements.
 - Manage and review stock levels to support production demands for component parts & raw materials.
 - To negotiate, sign off & create high value purchase requisitions to PO ensuring reporting and delivery promises are maintained through the duration of the contract by conducting supplier reviews across long lead items.
 - In conjunction with QA/QC manage Vendor Non-Conformance issues (RANS) processing to ensure that CA/PA are taken to close out in a timely manner.
 - Assist end user departments with price bid enquiries for obtaining goods & services from suppliers.
 - When required deputize with authority to manage the department in absence of HOSC and attend any project/product line meetings in support of the team
- Responsibility for continuous working with key suppliers & internal stakeholders to ensure clear scope definition.

- Regular management reviews with key suppliers on performance and review vendor performance IAW with SCM/QA.
- Action any engineering changes to specifications & drawings advising suppliers as required.
- Provide and monitor KPIs for the procurement department against OTIF/OTD, cost & quality delivery metrics.
- Provide department output reports to the HOSC.
- Attend regular daily business meetings regarding procurement projects and other stakeholder meetings as required.
- Regularly review vendor performance with HOSC/QHSE and flow back outputs to the supplier at regular agreed period with HOSC
- Regularly review vendor performance with SCM/QHSE and flow back outputs to the supplier at regular agreed period with SCM.
- Perform any additional tasks as requested to support business needs as defined by SCM/MD.
- Ownership of Supplier data with the MRP/ERP systems (Approved Vendor & Purchasing modules).