

## Job Title

Buyer

**DEPARTMENT:** Procurement

**SUPERVISOR:** Supply Chain Manager

## 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

## Skills Base

- 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

- Provide Technical & Commercial assistance, mentoring & coaching to the Purchasing Administrator/ Buyer(s).
- 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 deputise for SCM with authority to manage the department in absence 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 SCM.
- Attend regular daily business meetings regarding procurement projects and other stakeholder meetings as required.
- 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).

MD- Managing Director

SCM – Supply Chain Manager

GA - General Arrangement Drawings

CA – Corrective Actions

PA – Preventative Actions

BOM – Bill of Material

PO – Purchase Order

OTIF – On Time in Full

## Internal and External Relationships

- **Operations**
- **Quality**
- **Projects**
- **Engineering**
- **Sales**
- **Suppliers**