



## Buyer

Due to continued growth, we have a new position for a Buyer responsible for Direct, Indirect and Capital purchases

### The role

Reporting directly to the Materials Manager, you will be part of the buying team to administer the purchasing module to deliver cost effective, timely and value-added purchasing to all internal customers. You will manage all aspects of procurement within the supply base in a professional and ethical manner with due regards to total acquisition cost, on time delivery, quality, continuous improvement, risks and deliver cost reduction.

### Key Responsibilities and Accountabilities

- Ensure that all procedures are followed and maintained to the highest personal, professional and ethical standard
- Executing purchase orders via Sales Forecast, Order Book, Reorder Point, & Purchase Requisitions to meet inventory and customer KPI's
- Achieve Cost reductions, on time delivery & Quality targets
- Maintain ERP data
- Develop supplier partnerships to create a reliable and long-term supply source
- Researching new supplier, products and manufacturing process
- Identify and report cost savings in line with business objectives
- Negotiating, generating and maintaining Supplier Agreements

### Skills and Attributes

- An understanding of supply chain management and logistics
- High level of computer literacy. Knowledge of SAP, D365 and Microsoft office suite of programs would be advantageous.
- A proven track record in cost reduction
- Experience in the negotiation of supply agreements
- Familiarity with quality tools and techniques
- A good understanding of engineering drawings in order to identify suitable manufacturing processes and potential suppliers
- Positive, can do attitude with a 'change' mentality
- Management of fast paced and dynamic environment where priorities change to meet customer demand
- Articulate and confident communicator. Both written and verbal
- Ability to communicate strategies and concepts simply and effectively
- A structured and controlled approach to problem solving.
- Strong analysis and decision-making abilities

## Qualification and Experience

- 3 year purchasing experience in a Production/ Manufacturing environment
- Fully or Partially qualified within CIPS (or studying towards CIPS) or similar qualification

## Person specification:

The successful applicant will be a good team player, with strong communication and interpersonal skills. Highly self-motivated and organised, they will be able to maintain a proactive approach to the responsibilities of this role.