



## Assistant Buyer, Procurement – Job Description

(Job Code and Level: PUPR002)

### **Definition:**

Procurement is defined as: Sourcing, negotiating and buying of goods, materials and services to meet the Company's operational requirements.

### **Overall Purpose of the Role:**

Support the Buyer in the purchase of goods, materials and services to ensure that the company operational needs are met, taking into account price, quality and delivery and to ensure continuity of supply.

### **Key Responsibilities:**

#### **General and Task Management**

- Support the Procurement team in the development of product category strategies by undertaking market analysis and research.
- Take accountability for a small product category to support future development
- Assist the team in data collection on supplier performance
- Collate Request For Quotation (RFQ) responses and complete costing sheets
- Support buyers in the critical path management of pre-production samples for new tenders managed by the procurement team
- Support team in collating supplier samples and brochures for new product/solution innovation to sales
- Manage supplier Invoice Queries and resolve in agreed time-scales
- Understand and deliver to stakeholder requirements
- Produce and maintain information on supplier non-conformance
- Support buyers in collation of reports for suppliers
- Support the procurement team in undertaking due diligence of suppliers and ensure that new suppliers are recorded and registered on business systems
- Work with clients across the business to analyse demand and assist in the specification of goods and services to be supplied
- Develop and maintain a supplier database to strengthen the procurement process

- Liaise with suppliers on quality problems in conjunction with company quality standards
- Maintain technical reference files for all bought components and related suppliers
- Identify and monitor procurement across the business to assist the development of a long term approach to procurement in order to deliver savings, efficiency, value for money, quality standards and targets, diversity objectives, environmental standards and improved capability.
- Provide technical support on procurement including requirements under EU procurement rules set out in the Official Journal of the European Community (OJEU) and achieving value under different procurement models
- Build, maintain and manage supplier relationships and keep up good communications
- Ensure compliance to company guidelines and to purchasing policies and procedures during supplier negotiations and contracts
- Report on procurement key performance indicators (KPIs)

### **Self Management**

- Comply with the Health, Safety and Environmental Policies
- Assertive, resilient and welcomes change
- Engages interest and participation of others and has a collaborative approach to working with others
- Proactively contributes to the team
- Actively committed to teams development
- Is self aware, optimistic and open to change
- Shows moral courage, openness and honesty in all dealings

### **Skills and Attributes:**

- Able to build and maintain effective and productive relationships with staff, stakeholders and suppliers
- Good communication, negotiation, interpersonal and influencing skills
- Analytical, numerically astute, with strong problem solving abilities
- Able to manage time effectively, prioritise tasks and achieve set targets
- Commercial and financial awareness, with a full understanding of how failure impacts the production, manufacture and customer order fulfilment
- Able to work well under pressure
- Keen attention to detail and accuracy
- Supplier management and rationalisation
- Knowledge of the Official Journal of the European Community (OJEU) Procurement guidelines would be advantageous
- Knowledge of product categories and markets including manufacture processes and costs, product make-up's, specifications and raw material costs would be advantageous

### **Qualifications and Experience Levels:**

- Relevant business/commercial or manufacturing/engineering degree preferred, GCSEs Level A-C, NVQ Level 2, IVQ Technician certificate, BTEC First Certificate
- Chartered Institute of Procurement & Supply (CIPS) or similar qualification or studying towards CIPS qualification would be advantageous
- Previous experience of working in a purchasing team preferably within an automotive or manufacturing environment would be advantageous
- Good knowledge of purchasing, negotiation, commercial understanding and cost breakdown
- Experience of working closely with suppliers
- Able to add value, reduce costs and input to business improvements
- An understanding of automotive processes and components would be advantageous
- Superb Excel skills is a necessity

**Example roles this job description may cover:**

- Assistant Technical Buyer
- Assistant Commodity Buyer
- Junior Buyer
- Procurement Advisor