



Buyer, Procurement – Job Description

(Job Code and Level: PUPR003.2)

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:

Purchase 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

- Purchase goods, materials, components or services in line with specified cost, quality and delivery targets
- Support the purchasing function and other relevant departments and communicate any supply problems which may impact on business operations
- Act as an interface between suppliers and other relevant departments on purchasing processes and new projects and activities
- Monitor and advise on any issues which present risk or opportunity to the organisation
- Monitor market trends, competitor strategies and market suppliers
- Provide analysis on costs, new and existing and review cost reduction activities
- Prepare reports and updates as and when required
- Work closely with others in the procurement function and review opportunities for continuous improvement and business improvements
- Adhere to any health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, staff and visitors
- Negotiate contracts, improve prices and terms of business with suppliers and review opportunities to make business savings utilising negotiation and procurement best practice tools and methods
- Prepare and raise purchase orders and order schedules

- Build, maintain and manage supplier relationships and keep up good communications
- Ensure that a professional and consistent approach is taken in relation to all supplier relationships
- Ensure compliance to company guidelines, purchasing policies and procedures and OJEU guidance during supplier negotiations and contracts award process.
- Conduct research for new components and suppliers
- Compile data relating to supplier performance to enable evaluation
- Assess and evaluate suppliers and contribute to performance reviews to ensure contract compliance
- Contact suppliers to resolve price, quality, delivery or invoice issues

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 together
- Proactively contributes to the team
- Actively committed to teams development
- Is self aware and optimistic
- 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 demonstrated 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 and handle emergency and stressful situations
- Keen attention to detail and accuracy
- Familiarity with an integrated Enterprise Resource Planning (ERP) system would be beneficial

Qualifications and Experience Levels:

- Relevant business/commercial or manufacturing/engineering degree preferred, ONC, A Levels, City & Guilds Level 3, BTec National Diploma Level 3, IVQ Technician Diploma or equivalent NVQ level 3 qualification
- Chartered Institute of Procurement & Supply (CIPS) or similar qualification or studying towards CIPS qualification would be beneficial
- Previous experience of working in a purchasing team preferably within an automotive or manufacturing environment

- 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
- Computer literate, with advanced Excel skills/abilities

Example roles this job description may cover:

- Technical Buyer
- Commodity Buyer
- Category Buyer
- Project Buyer
- Procurement Specialist
- Purchasing Officer
- Purchaser
- Merchandiser