



## Graduate Buyer, Procurement – Job Description

(Job Code and Level: PUPR000)

### **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:**

To train in procurement processes and procedures and to assist in purchasing goods, materials and services to meet company operational needs taking into account price, quality and delivery.

Levels of responsibility in this role will be dependent on company structure and numbers of personnel within the purchasing function.

### **Duration:**

Graduate placements are generally between 3 and 6 months, during which time the incumbent will deliver a project or process improvement to ensure continuous functional improvements, whilst developing a knowledge and competence of the generic role they are undertaking.

### **Key Responsibilities:**

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

- Undertake tasks to develop skills in purchasing goods, materials, components or services in line with specified cost, quality and delivery targets
- Support purchasing team members and other relevant departments and communicate any problems which may impact on operational requirements
- Develop negotiation skills to negotiate contracts and terms of business with suppliers
- Develop skills in making business savings using negotiation and procurement best practice tools and methods
- Raise and expedite purchase orders
- Ensure any purchase order invoice queries are resolved quickly

- Develop supplier relationships and maintain good communications
- Assist in the selection of new suppliers
- Contact suppliers to resolve queries and issues
- Compile supplier analysis reports and data relating to supplier performance to enable evaluation
- Assist in the assessment and evaluation of suppliers and supplier performance reviews
- Take a professional and consistent approach to all supplier relationships in line with purchasing processes and procedures
- Conduct research for new components and suppliers
- Provide analysis on costs, new and existing
- Prepare reports as and when required
- Maintain department records and undertake any general departmental administration
- Work closely with others in the procurement function and review opportunities for continuous improvement

### **Self Management**

- Work in a safe manner and comply with the Health, Safety and Environmental Policies
- Balanced and confident
- Achievement Focussed
- Makes productive contributions
- Team player with a positive effect on the mood
- Consistently manages the task
- Is self aware
- Is resilient, optimistic and open to change
- Shows moral courage, openness and honesty in all dealings

### **Skills and Attributes:**

- Good communication and interpersonal skills
- Ability to form effective and productive relationships
- Numerate and analytical
- Able to plan and organise work
- Willing to work to set targets and under pressure
- Good team player
- Commercially aware
- Strong administration skills with keen attention to detail and accuracy

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

- Relevant business/commercial or manufacturing/engineering degree
- Membership of an industry related professional body would be beneficial
- A knowledge of automotive processes would be advantageous
- Computer literate, especially Excel skills and able to analyse data

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

- Trainee Buyer
- Assistant Buyer
- Junior Buyer
- Graduate Buyer
- Purchasing Assistant
- Purchasing Administrator