

Buyer – Job Description

Function: Purchasing Dept

Reports to: Procurement Manager

Purpose

Manages supplier relationships to realise best overall value whilst purchasing to the company requirements.

An ideal candidate will have experience in a purchasing role.

Key Responsibilities

1. Owns 2-3 commodity areas, with up to 8 critical suppliers.
2. Controls approx £1M spend per annum.
3. Reports to Procurement Manager.

Purchase Order Management

- Instigates process improvements to support production staff in achievement of production targets
- Responsible for the accuracy of lead-time, batch size, payment terms, unit costs, etc. relating to relevant suppliers and purchased parts.

Supplier Commercial Management

- Act as the focal person for contact between relevant suppliers and internal customers.
- Liaise with suppliers to ensure on time, in-full deliveries and resolve problems.
- Fully support manufacturing in achievement of production targets.
- Work very close with the Purchasing Coordinator to make sure all the purchasing activities are taking place timely.
- Effectively drafts, negotiates and implements contractual agreements (in accordance with the Delegation of Authority) with material and capital equipment suppliers, to achieve lowest overall acquisition cost for the business.
- Communicates all significant matters up the management chain.
- Present business case proposals (vulnerability, cost downs, etc) to key stakeholders.
- Manages and evaluates risk effectively with suppliers and manages the risk to the business.
- Leads, evaluates and negotiates tender/Request for Quotation (RFQ) process for new and existing suppliers/parts.
- Leads research and benchmarking activities for the commodity area.
- Understands and conveys the impact of the commodity market on our product and processes.
- Investigates other commodity markets and reviews the impacts on products and processes (market intelligence).
- Evaluates supplier's financial information and manages the findings of the financial evaluation/risk assessment constructively.
- Confident at managing both UK and overseas suppliers and should be capable of reviewing/auditing results .

Product Development

- Support relevant new product build activities involving suppliers as required.

Cost Reduction

- Deliver cost savings through skilled negotiation.
- Work with Product Development and suppliers to deliver cost reduction through component re-design, material change, continuous improvement activities, etc.
- Actively pursue other cost reduction opportunities.

Quality

- Lead problem-solving initiatives with suppliers to determine root causes for OOB (out of box) problems, internal incident reports and reliability issues, and ensure preventative actions are implemented.

Continuous Improvement

- Actively facilitate CI activities in the department. Seek out new opportunities for improvement in product and processes.
- Create an atmosphere conducive to CI by encouraging initiative, imagination and resourcefulness.

Health and Safety

- Ensure all work is conducted as required by Stannah policies and Health and Safety at Work guidelines/legislation.
- Ensure that own working area is kept tidy.
- Ensure all visitors to Stannah are informed of and observe relevant policies and procedures whilst in the care of the Supplier Account Manager.

This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the Purchasing function.

Skills and Experience

- Able to work unsupervised
- Clearly shows an ability and willingness to learn
- Excellent inter and intra personal skills, as well as customer service skills, to work effectively with all internal customers and suppliers UK and overseas.
- Uses problem-solving techniques to resolve immediate issues
- Identifies trends as they occur and proactively puts in place long-term resolutions, which prevent problems reoccurring.
- Ability to influence other peoples behaviour in a positive way
- Multi tasks with ease
- Is organised and can prioritise and manage their time whilst achieving deadlines
- Monitors their own work and checks their own accuracy
- Listens and responds effectively using all communication tools
- Effectively questions and analyses in a clear and confident manner and checks as to whether they have been understood

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- Speaks and writes clearly and simply in a way that is appropriate to their role.
- Conducts presentations clearly and confidently.
- Chairs meetings with the following in mind; respect, delegation, responsiveness, understanding and discipline.
- Ability to work with tight deadlines

Personal Attributes and Behaviours

- ✓ Displays a professional attitude towards their work and towards others
- ✓ Is self motivated in seeking continuous improvement opportunities
- ✓ Can multi task with ease
- ✓ Is self aware and aware of the impact of their actions and behaviours or others
- ✓ Calm & effective under pressure
- ✓ Excellent communication skills with the ability to interact at all levels and with different departments
- ✓ Able to remain calm and level headed under pressure.
- ✓ Flexible and adaptable attitude to a constantly changing environment.
- ✓ Clearly shows an ability and willingness to learn

Education and Qualifications

- MCIPS or ACIPS (Chartered Institute of Purchasing and Supply) desirable not essential. Must be willing to study towards ACIPS qualification.

Other Information

Working Hours: 8.00 a.m. to 4.45 p.m. Monday to Thursday (3/4 hour unpaid lunch)
8.00 a.m. to 1.00 p.m. Friday (no lunch break)

Holiday: 25 days plus bank holidays