

Job Description

Job Title: Buyer

Department: Purchasing

Reporting to: Joanne Furbey

Directly Responsible for:

Sourcing, negotiating and buying of goods, materials and services to meet the Company's operational requirements

Overall aim of the Job

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.

Main duties & Responsibilities:

- Purchase goods, materials, components or services in line with specified cost, quality and delivery targets
- Ensure continuous supply of required goods and materials and communicate any supply problems which may pose a risk or impact on business operations
- Monitor market trends, competitor strategies and market suppliers
- Research and evaluate areas of opportunity and reduce costs where possible
- Deliver briefs, updates and reports as and when required
- Develop strategies to improve operational efficiency, add value, aid business performance and work towards a strategy of continuous improvement
- Negotiate contracts, improved prices and terms of business with suppliers and review opportunities to make business savings utilising negotiation and procurement best practice tools and methods
- Assess and evaluate suppliers and undertake performance reviews to ensure contract compliance and manage performance improvement activities
- Ensure that a professional and consistent approach is taken in relation to all supplier relationships
- Ensure compliance to company guidelines, purchasing policies and procedures during supplier negotiations and contracts award process.
- Explore alternate sources for goods and materials
- Assess tenders and quotations from potential suppliers
- Prepare purchase orders in line with final negotiations with selected suppliers and in line with organisational targets and requirements

- Undertake research on and evaluate existing and new suppliers
- Contact suppliers to resolve price, quality, delivery or invoice issues
- Reporting/maintaining of department KPI's
- This not a definitive list and is subject to change as the business needs deem necessary.
You may be required to undertake differing tasks within your capability.

Relationship Management

- Work collaboratively and negotiate and engage with stakeholders and suppliers regarding new projects, supplies and initiatives and advise of impact of change on purchasing and production activities
- Stay current and up to date on any changes that may affect the supply and demand of needed products and materials and advise others of any impact
- Attend meetings and update others on issues or concerns, in particular when there is a risk which could prevent the organisation meeting customer demands or where there are over capacity concerns
- Support product change requests and review and communicate the impact on capacity plans
- Build, maintain and manage supplier relationships and ensure good communications and suppliers are meeting the required KPI measures

Self-Management

- Comply with the Health, Safety and Environmental Policies
- Embraces personal challenge
- Confident, rounded thinking
- Is assertive, optimistic and open to change
- Engages interest and participation of others and has a collaborative approach to working with others
- Proactively contributes to the team
- Resilient, self-motivated and able to work well under pressure

Skills and Attributes:

- Highly skilled at building and maintaining effective and productive relationships with key stakeholders and suppliers
- Strong negotiation, communication, interpersonal and influencing skills
- Analytical, numerically astute with strong proven problem solving abilities
- Results orientated with the ability to plan and deliver against project deadlines
- Commercially and financially aware
- Keen attention to detail and accuracy