

Job Description

Job title:	Buyer	Holidays:	25 days / year + statutory
Department:	Purchasing	Reports to:	Purchasing Manager
Hours per week:	38, full time	Hours of Work:	0830 – 1700 Mon-Thu 0830 – 1500 Fri
Duration:	Permanent Post	Pension:	5% contributory

Job Summary
<ul style="list-style-type: none"> • To ensure the activities in the purchasing function are carried out professionally, effectively and efficiently • To ensure items are ordered and supplied to specification and within the required project timescales and delivered on time to satisfy production requirements • Take a proactive approach to resolving issues before they impact business performance and update key stakeholders on components issues and progress. • To ensure accurate input of data via MRP system showing clear understanding of functionality of modern MRP systems. • To actively source new products and reduce costs of component on an ongoing basis • Manage overseas supplier base as well as carriage and import documentation
Main Function & Duties
<ul style="list-style-type: none"> • Placing of accurate Purchase orders in a timely manner in line with MRP and system requirements on a day to day basis. • Negotiate strongly and professionally with suppliers for components and goods purchased obtaining best prices, lead times and trading terms and agreements which add value to the supply chain for DSE. • Manage stock and inventory levels on specific components in line with company direction minimising excess stock levels and eradicating redundant stock. • Ensure that the supplier and component system information is entered and kept up to date accurately on the Epicor system in line with company procedures. • Liaise with other departments including engineering, building relationships and working with key stakeholders within the business on supplier and component related matters • Source new suppliers and components both local and world wide ensuring all company quality requirements are maintained and adhered to for on boarding • Engage with quality department on component / supplier issues and improve supplier performance as part of vendor rating. • Liaise with suppliers worldwide building strong relationships with both internal and external contacts and maximising their potential where possible. • Hold regular business reviews and audits with suppliers where necessary. • Liaise with the materials controller and planning where applicable in relation to component issues, requests or amendments to plans along with component availability information. • Work to key KPIs in the purchasing department ensuring deadlines are met and work load managed effectively. • Any relevant task deemed necessary to undertake as part of the purchasing department progression.
Critical Success Factors
Success in this role will be judged by the following key performance indicators:
<ul style="list-style-type: none"> • Stock levels held at agreed targets and obsolete stock minimized and eradicated. • Achieve cost savings targets • Accurate input of Component information on Epicor information

- Purchase order originators and Stakeholders advised frequently of component status
- Purchase orders tasks list are processed within 24 hours via Epicor MRP system
- Sourcing of new suppliers and new components maintaining quality standards

Working Conditions

The role is based at our offices in Hunmanby, but visits may be required to suppliers both UK and abroad. It is a requirement of this role that the job holder will be prepared to travel on company business where deemed necessary.

Job Holder Attributes

Essential experience / skills and knowledge:

- Excellent Negotiation experience
- Excellent communication skills at all levels
- Organise, prioritise and manage workload
- Knowledge and understanding of Modern MRP purchasing systems
- Experience of sourcing electronics components
- Experience of purchasing components in manufacturing business.
- Worldwide sourcing and import experience
- Numerate
- IT / Excel skills

Desired experience / skills and knowledge:

- Member/studying Chartered Institute of Purchase and Supply

Name of person compiling description: Alex Lister

Date of description: 25th June 2020