

JOB DESCRIPTION



Job Title: Buyer	Location: Hunmanby
Department: Purchasing	Contract: Full Time
Reports To: Purchasing manager	Direct Reports: N/A

1.0 Job Summary & Role

- 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 supplier base as well as carriage and import documentation where applicable.
- 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 worldwide 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 all suppliers 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 and assist where necessary 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 workload managed effectively.
Any relevant tasks or projects deemed necessary to undertake as part of the purchasing department progression.



2.0 Key Responsibilities & Main Duties

- 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.
- Supplier ownership to ensure product availability for production.
- Enhance supplier efficiencies such as payment terms and stock holding.

3.0 Internal & External Relationships

Key stakeholders include:

- Production manager and personnel
- Engineering manager and personnel
- Stores manager and personnel
- Accounts manager and personnel.
- Suppliers

Effective communication at all levels

4.0 Key Performance Indicators

- Cost savings
- Stock Availability
- Stock control
- Sourcing of new suppliers
- Supplier terms

5.0 Essential/Desirable Factors

Knowledge	
Essential: <ul style="list-style-type: none"> • Sound understanding of products and Components used in the electronics /mechanical sector. • Experience of using an MRP system or similar. • Knowledge and experience of working in a manufacturing environment. 	Desirable: <ul style="list-style-type: none"> • Track record in purchasing and negotiation. • Knowledge of stock and stock reduction schemes including methods to reduce stock such as consignment.
Skills & Attributes	
Essential: <ul style="list-style-type: none"> • Good organisational and time management skills 	Desirable: <ul style="list-style-type: none"> • Capable of multitasking • Working with suppliers and supplier relationship management



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<ul style="list-style-type: none"> • Confident IT skills with experience of a computerised ordering system and MS office as well as excel • Working with suppliers on stock issues and improving availability on components. • Good negotiator and capable of maximising potential of suppliers via cost down. 	<ul style="list-style-type: none"> • Driven to achieve goals and targets.
Experience	
<p>Essential:</p> <ul style="list-style-type: none"> • A minimum of 6 years purchasing experience as a buyer. • A proven track record of purchasing and supply chain in a manufacturing company. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Worked as buyer and achieved KPIs in various companies.
Qualifications	
<p>Essential:</p> <ul style="list-style-type: none"> • Numerate 	<p>Desirable:</p> <ul style="list-style-type: none"> • Member of the Chartered Institute of Purchase and Supply

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