



JOB PROFILE

JOB TITLE: BUYER

DEPARTMENT: PURCHASING

**REPORTING TO: THE
PURCHASING MANAGER /
DEPUTY PURCHASING
MANAGER**

MAIN PURPOSE OF JOB:

To purchase materials as required on customer bills of materials, meeting the requirements of the manufacturing plan.

MAIN RESPONSIBILITIES:

- The purchasing and expedite of electro-mechanical components
- To optimise prices, contracts and delivery times
- Monitor supplier performance

KEY TASKS:

- Administering quotes
- Negotiating contracts and material prices
- Placing orders

SPECIFIC OBJECTIVES:

- The cost effective procurement of components, negotiating savings against agreed targets

REPORTING/SUPERVISORY STRUCTURE:

Reports directly to the Purchasing Manager & Deputy Purchasing Manager, reports to a senior buyer for day to day tasks and has interaction with other members of the purchasing team.

QUALIFICATIONS:

- Minimum of 5 GCSE'S at grade A-C, to include Maths and English
- Educated to degree level or equivalent would be desirable
- Gained or working towards CIPS Qualification would be advantageous

KNOWLEDGE AND SKILLS:

- Excellent communication skills, verbal and written
- Excellent attention to detail
- Excellent administration skills
- Ability to prioritise own workload
- Good knowledge of Microsoft office to include; excel, word, PowerPoint and outlook
- Ability to work well on own initiative and as part of a team

EXPERIENCE:

- Experience of purchasing electro/mechanical components
- Proven purchasing experience within a manufacturing environment

BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)

	LEVEL		LEVEL
Manage Performance	3	Manage Communications	2/3
Manage Oneself	3	Manage Customer Service	2
Manage Others	1	Manage Resources	2
Manage Relationships	2/3		

SPECIAL FEATURES: (any "out of norm" features of the job")**JOB HOLDER:**

Signature & Date:

MANAGER:

Signature & Date:

This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.

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