



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>DEPARTMENT:</b>	<b>REPORTING TO:</b>
Project Buyer	Purchasing	Purchasing Team Leader
<b>LOCATION:</b>	<b>GRADING LEVEL:</b>	<b>DATE OF JOB DESCRIPTION:</b>
Poynton		September 2018

### **JOB PURPOSE:**

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

### **KEY RESPONSIBILITIES AND TASKS:**

- Purchasing and expediting electro-mechanical components
- Optimising prices, contracts and delivery times
- Monitoring supplier performance
- Administering quotes
- Negotiating contracts and material prices
- Placing orders

### **PROFESSIONAL RESPONSIBILITIES:**

#### **People Management**

- This role has no direct managerial responsibilities

#### **Training and Development**

- To take responsibility for own training and development
- To be regularly supervised in accordance with good practice guidelines and policies
- To participate in the annual performance review process
- To attend all relevant mandatory training as and when required to do so

#### **Health and Safety**

- To ensure that all health and safety requirements are followed in line with Company policies and procedures

#### **General**

- To comply with all Company policies, procedures and values
- To ensure that all duties are carried out to the highest quality standards

### **ROLE & PERSON REQUIREMENTS:**

#### **Role Specification**

- Educated to degree level or equivalent would be desirable
- Gained or working towards CIPS Qualification would be advantageous
- Good working knowledge of Microsoft Office Packages
- Previous experience of electronic procurement



**Person Specification**

- Ability to work to deadlines
- Good communication skills, written and oral
- Good attention to detail
- Proactive and flexible approach

**JOB EVALUATION & GRADING INFORMATION:**

**Driving Business Forward**

- Working under: line manager
- Level of decision making / influence: some
- Involvement in strategy & growth decisions: none

**Output and Consequences of Work**

- Level of consequence of output: high
- Impact of consequences of output: multiple areas
- Focus on the quality of output: high
- Level of accountability: high
- Area of accountability: own output

**Work Demand and Level of Responsibility**

- Work demand: high
- Level of responsibility: own output
- Level of responsibility for business activities: normal & assigned activities by leaders

**People Management**

- Managerial responsibilities: none

**Communication**

- Level of communication: high
- Scope of communication: internal customers, cross departmental, external customers & suppliers
- Requirement to influence others, change behaviour & define direction: high to multiple audiences

**Skill Level**

- Level of skill required: high
- Scope of skill level required: local level
- Dealing with issues: use initiative & be problem solving when required
- Processes & procedures: to be followed
- Involvement in strategy decisions: none

**JOB HOLDER:**

**MANAGER:**

Signature:..... Date:.....	Signature:..... Date:.....
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Please note that this job description is not an exhaustive list of duties and responsibilities. The post holder is required to be flexible and undertake other duties to assist with meeting operational needs.