

JOB DESCRIPTION



JOB TITLE	Buyer
REPORTING TO	Purchasing Manager
DEPARTMENT/SUB DEPARTMENT	Procurement
LOCATION	Southend-On-Sea
OVERALL PURPOSE	
Under the direction of the Purchasing Manager, procure any item or service as required to satisfy the business needs.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none">• To carry out the placing of purchase orders in a timely and efficient manner which accurately reflect demand as identified by SAP and in accordance with contractual obligations.• To liaise with the procurement Contracts function to negotiate long term contracts in support of the business cost reduction targets.• To take instruction from Materials Management to ensure accurate processing of purchase order requisitions as identified on SAP, communicating with suppliers, expediting deliveries where necessary.• To process manual requisitions where required, verifying that all information is complete and accurate and that pricing is accurate and competitive.• To manage the purchase order process re placing of the purchase order, receipt and review of the order confirmations.• To identify and select suitable suppliers for non-contractual parts and non-specialist purchases e.g. consumables and other ad hoc requirements, by obtaining and evaluating quotations from suppliers and negotiating best overall cost, ensuring parts are in line with expected quality standards and delivered on time and in full.• Expediting to maintain SAP schedule.• To follow the disciplines and procedures that are in place to support the Buying function ensuring that errors and data integrity issues are identified and corrected in a timely and accurate manner.• Establish and maintain good supplier relationships.• Liaise with suppliers including being part of regular supplier reviews and when required visiting supplier premises both in the UK and overseas.• Liaise with Supplier Quality Manager to monitor supplier performance including on time delivery and adherence to quality standards.• Produce, review and action appropriate KPI' to ensure appropriate targets are achieved and maintained.• Ensure effective filing systems are in place and maintained.• To participate in the activities of 'Continuous Improvement' within the department.• To undertake various ad-hoc projects as required to support the changing requirements of the business.• To assist other team members with their work and carry out any task where reasonable and relevant when required.• To travel to such places (whether in or outside the UK) and in such manner and on such occasions as may be reasonably required.• To ensure all Company rules and regulations are met.• Responsible for ensuring that all Health and Safety policies are adhered to.	