

CANDIDATE SPECIFICATION



<b>JOB TITLE</b>	Buyer
<b>REPORTING TO</b>	Operations Manager
<b>DEPARTMENT/SUB DEPARTMENT</b>	Electronics, Production Services
<b>LOCATION</b>	St. Neots
<b>OVERALL PURPOSE</b>	
Support Group programme and business objectives through the effective management and reporting of supplier spend, performance and risk.	
<b>PRINCIPLE ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>• Maintain Purchase Order's and SAP within defined KPI's</li> <li>• Undertake continuous review of extant agreements, ensuring value for money</li> <li>• Ensure on time delivery adherence</li> <li>• Manage supplier relationships, making decisions in relation to supplier management and performance where appropriate</li> <li>• Source strategies within extant supply base</li> <li>• Prepare and submit pricing requests</li> <li>• Carry out price analysis to determine 'fair and reasonable' pricing</li> <li>• Negotiate pricing and commercial terms of contract</li> <li>• Regular reporting on supplier performance</li> <li>• Identify risks and mitigation strategies</li> <li>• Identify opportunities to reduce cost and presentation of supporting business case</li> <li>• Ensure any expenditures are within the authorized annual budget</li> <li>• Assist in identifying methods for continuous improvement and undertake programmes of change</li> <li>• Ensure all Company rules and regulations are met</li> <li>• Help create and maintain a safe working environment and observe the published Health and Safety Policies and Procedures</li> <li>• Carry out any other tasks, when and where reasonable and relevant, when required</li> </ul> <p>This is not an exhaustive list.</p>	

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<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
GCSE English and Maths (or equivalent) at grade C or above	✓	
<b>EXPERIENCE/ SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Effective verbal and written communication	✓	
Ability to make decisions	✓	
Excellent negotiation skills	✓	
Commercial awareness, including delivery, acceptance, warranty, payments and obligations	✓	
Relationship / stakeholder management	✓	
Industry knowledge	✓	
Computer literate, including MS Office knowledge	✓	
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
<b>PERSONAL SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	