

CANDIDATE SPECIFICATION



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

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C or above	✓	
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
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	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
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	✓	