

<b>Job Title:</b>	Buyer
<b>Department:</b>	Purchasing
<b>Location:</b>	Edge Lane, Manchester
<b>Reporting to:</b>	Purchasing Manager
<b>Direct Reports &amp; Responsible for:</b> (staff, materials, equipment & money)	<p>No direct reports.</p> <p>The sourcing of components and materials for leverage and commodity categories to support on-going production. Vendor selection taking into account risk and best value.</p> <p>Ensuring compliance with applicable legal frameworks and CSR.</p>
<b>Contacts with:</b> (main internal/external contacts outside the department)	Colleagues from Purchasing, Planning, Stores, Quality, Manufacturing and Suppliers.
<b>Main Job Purpose</b>	The sourcing of components and materials to support new product development and on-going production. Vendor selection considering best value, quality and risk management. Establish and manage effective supplier relationships for assigned commodities. Ensure compliance with applicable legal frameworks CSR. Effective maintenance of Elcometer's MRP.
<b>Main Responsibilities &amp; Duties:</b> (regular & occasional, defined & discretionary, administrative, technical & staffing)	<p><b>Sourcing and NPD:</b></p> <p>Focus on consolidation of suppliers to maximise leverage, reduce unit price and processing costs.</p> <p>Ensure that materials and parts are ordered and delivered on time to support prototype builds and the initial production ramp up.</p> <p><b>Purchasing in Support of Manufacturing:</b></p> <p>Ensure that parts are delivered on time to allow production plans to be met. Work with the QA department to address any part quality issues, ensuring that sustainable resolutions are implemented. Review demand patterns and update ERP purchasing parameters accordingly to strike the optimum balance between part availability and potential over-stocking. Ensure that order confirmations are maintained and any due date alterations are reflected in the ERP system, Ensure that overdue purchase orders are followed up and expedited. Communicate effectively with the planning team so that any part or material availability issues are resolved or reflected in the production schedules.</p> <p><b>Supplier Relationships</b></p> <p>Identify new suppliers, agree optimal terms and negotiate supply agreements where appropriate. Maintain a system of vendor assessment based upon suitable metrics (cost, quality, delivery etc.).</p> <p>Visit vendors as necessary based upon value/volume of spend activity, performance and risk in accordance with the Supplier Appraisal System. Ensure vendors are compliant with relevant standards and legislation such as CE, RoHS, REACH and Conflict Materials etc. and retain appropriate documentary evidence. Ensure purchasing practices reflect and comply with the Company's environmental (ISO14000) and CSR policies.</p>

	<p>Review options for supplier consolidation and consignment stock / vendor managed inventory (VMI). Move from local to global sourcing where appropriate to deliver best value.</p> <p>Review options for moving from PO's with scheduled call off dates to supply agreements with quantity and date flexibility to address demand volatility whilst ensuring that any agreements reflect the product lifecycle and dovetail with any product replacement plans from sales and marketing.</p> <p><b>Purchase Prices:</b></p> <p>Identify opportunities for supplier consolidation to achieve increased throughput and price reduction. Undertake regular cost benchmarking reviews on key parts / commodity groups. Renegotiate prices based upon growth related volume increases. Review and optimise economic order quantities (EOQ).</p> <p>Monitor market trends to identify influences on commodities purchased and take action to mitigate impact to Elcometer.</p> <p>Capture all savings in the PPV log and ensure that Epicor is set up correctly so that PPV benefits are achieved.</p> <p>Review make v buy decisions to optimise overall profitability.</p> <p><b>Systems and Processes:</b></p> <p>Identify and detail system improvements or developments of the purchasing function to the Purchasing Manager.</p> <p>Review opportunities for reducing admin load and automating tasks in the ERP system. Identify and document requirements for reports to assist the purchasing function achieve targets and improve effectiveness.</p> <p>Measure, monitor and manage appropriate KPI's to ensure that purchasing targets and strategic goals are delivered.</p> <p><b>Other:</b></p> <p>Comply with Company H&amp;S procedures &amp; legislation at all times.</p> <p>Any additional duties deemed appropriate which are within the job holders capabilities.</p>
<p><b>Performance Indicators:</b> (Measures by which the individuals' performance will be monitored &amp; assessed)</p>	<p><b>Part Availability:</b> The quantity of shortages preventing planned jobs from being released in to manufacturing.</p> <p><b>Overdue Order Value and Age:</b> The value of any overdue order line will be multiplied by the number of days it is overdue to give a pound day's late figure.</p> <p><b>Quality:</b> The value of supplied parts rejected at goods inwards inspection or elsewhere that are not of an acceptable quality standard.</p> <p><b>Purchase Price Variance:</b> The difference between standard cost established at the beginning of the financial year and the actual invoice cost throughout the year. The accumulated total of the individual variances will form the basis of this KPI.</p> <p><b>Raw Material Stock Turns:</b> This measure is counter to the Part Availability measure; the optimal compromise position must be sought and maintained. Finished Goods Stock will be excluded as this is outside of purchasing's control.</p>

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Education &amp; Training</b>	<p>Good level of Education including English and Mathematics.</p> <p>CIPS Qualified or working towards.</p>	
<b>Experience</b>	<p>2 years' experience in a Buyer or similar role.</p> <p>Fully conversant with current procurement techniques.</p> <p>Demonstrable results in delivering cashable and non-cashable savings.</p>	
<b>Skills &amp; Competencies</b>	<p>Comprehensive use of ERP/MRP systems.</p> <p>Good negotiation skills and persuasive skills.</p> <p>Good oral and written communications.</p> <p>Excellent knowledge of Microsoft Office.</p> <p>Contract legal terms and implications.</p> <p>Excellent analytical skills and problem solving techniques</p>	<p>Ability to read technical drawings.</p>
<b>Personal Attributes</b>	<p>Ability to take a proactive approach to overcome challenges and achieve results.</p> <p>Good commercial and financial acumen.</p> <p>Strong attention to detail.</p> <p>Motivated.</p> <p>Takes responsibility for personal development.</p> <p>Must be willing to travel from time to time to visit suppliers both in the UK and abroad.</p>	<p>Desirable to hold a full UK driving licence.</p>
<b>Contra-indicators</b> Attributes which may prevent an individual from performing the job, e.g. a field sales person who does not drive)	<p>Inability to work with magnets or in/around magnetic fields.</p>	