

JOB DESCRIPTION

JOB TITLE:	Buyer
REPORTING TO:	Purchasing Manager
JOB PURPOSE	To ensure an efficient and cost-effective purchasing system to meet production requirements and maintain minimum stock levels in Stores.

KEY DUTIES & RESPONSIBILITIES:

- Implement a robust planning and purchasing system to ensure continuity of supply for production and adequate stock requirements.
- Negotiate cost and delivery for all transactions to ensure best value.
- Maintain accurate bills of materials and respond to any changes to requirements.
- Ensure all purchase orders are recorded correctly, with receipt of goods logged to enable timely payment of invoices.
- Ensure a suitable stock level of required components in Stores and maintain an organised system within Stores.
- Work closely with Supervisors & HSE Team to respond to urgent needs and timely replenishing of any shortages.
- Build upon supplier relationships and improve supplier performance.
- Follow procedures for dealing with defective goods and services.
- Participate in stock takes and implement work processes to improve stock accuracy.
- Establish self as a valuable member of the Purchasing Team and contribute towards the team's objectives.
- Liaise with the sales and production teams to communicate timely information relevant to delivery of materials.
- Ensure supplier compliance with company Quality, Environmental and Health & Safety management arrangements.
- Provide information on procurement performance and progress to inform management's strategic planning.
- Optimise the use of electronic systems and communication to maximise efficiency.
- To assist in the development of a purchasing strategy and take the lead on assigned continuous improvement tasks to achieve the company's growth plans.
- Any other duties, within reason and capability, as agreed with the Senior Managers.

PERSON SPECIFICATION

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Qualifications/ Attainments	Good level of secondary education including passes at GCSE A – C in Maths and English	<ul style="list-style-type: none"> • Post-secondary education in an engineering related discipline. • Chartered Institute of Purchasing and Supply (CIPS) qualified.
Relevant Experience & Knowledge	Proven experience of working as a buyer and/or stores person with buying responsibilities, in a manufacturing environment for at least 2 years.	<ul style="list-style-type: none"> • Experience in the quarrying/screening industry
Skills and Competencies	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, both oral and written. • Effective organisational, planning, negotiation and time management ability • Ability to proactively and independently achieve results • Participate as a team member • Proficient computer skills • Competent in the effective use of spreadsheets. 	
Circumstances	Ability to achieve challenging objectives in a fast-paced environment.	