



Technical Production Buyer, Procurement – Job Description

(Job Code and Level: PUPR003.1)

Definition:

Procurement is defined as: Sourcing, negotiating and buying of goods, materials and services to meet the Company's operational requirements.

Overall Purpose of the Role:

Purchase goods, materials and commodities to ensure that production operational needs are met, taking into account price, quality, delivery lead times, supplier penalties and ensuring continuity of supply.

Key Responsibilities:

General and Task Management

- Manage resources and activities required for the completion of high value purchase transactions, including sourcing, planning, and expediting purchase orders to support fulfilment of production schedules and spare parts orders
- Act as a single point of contact between production, suppliers, sales, master planner, forecaster, order management, quality, finance, warehouse and strategic sourcing teams to manage high value transactions for capital and flow parts.
- Process purchase orders for capital and flow parts based on supply/demand situation: meeting customer's demands, forecasting (ie. Build Plan), engineering inputs, and other system signals
- Maintain purchase order book up-to-date with dates reflecting current demand and commitments.
- Manage short cycle demands, customer emergencies and forced outages, expedite past-due, urgent demands.
- Facilitate inventory management by acting on cancellation requests, supporting other inventory programs.
- Communicate and follow up fulfilment of special customer requirements, including trade compliance requests.
- Coordinate master schedulers, manufacturing factories and warehouse for proper schedule and allocation of the high value capital and flow parts.

- Evaluate and drive resolution on material quality, price, supply issues, delivery and invoice discrepancies.
- Assist in financial planning and manage/control transfer price lists.
- Support product development cost quotation process for factory items.
- Follow-up and coordinate engineering activities and product revisions.
- Prepare reports, metrics directly related to daily job activities, report results to leadership.
- Propose and implement job related process improvements, participate in cross-functional projects.
- Support the purchasing function and other relevant departments and communicate any supply problems which may impact on business operations
- Act as an interface between suppliers and other relevant departments on purchasing processes and new projects and activities
- Monitor and advise on any issues which present risk or opportunity to the organisation
- Monitor market trends, competitor strategies and market suppliers
- Provide analysis on costs, new and existing and review cost reduction activities
- Negotiate contracts, improve prices and terms of business with suppliers and review opportunities to make business savings utilising negotiation and procurement best practice tools and methods
- Build, maintain and manage supplier relationships and keep up good communications
- Ensure that a professional and consistent approach is taken in relation to all supplier relationships
- Ensure compliance to company guidelines, purchasing policies and procedures and the Official Journal of the European Community (OJEU) guidance during supplier negotiations and contracts award process.
- Conduct research for new components and suppliers
- Compile data relating to supplier performance to enable evaluation
- Assess and evaluate suppliers and contribute to performance reviews to ensure contract compliance

Self Management

- Comply with the Health, Safety and Environmental Policies
- Assertive, resilient and welcomes change
- Engages interest and participation of others and has a collaborative approach to working together
- Proactively contributes to the team
- Actively committed to teams development
- Is self aware and optimistic
- Shows moral courage, openness and honesty in all dealings

Skills and Attributes:

- Able to build and maintain effective and productive relationships with staff, stakeholders and suppliers

- Good communication, negotiation, interpersonal and influencing skills
- Analytical, numerically astute with strong demonstrated problem solving abilities
- Able to manage time effectively, prioritise tasks and achieve set targets
- Commercial and financial awareness with a full understanding of how failure impacts the production, manufacture and customer order fulfilment
- Able to work well under pressure and handle emergency and stressful situations
- Keen attention to detail and accuracy
- Familiarity with an integrated Enterprise Resource Planning (ERP) system would be beneficial

Qualifications and Experience Levels:

- Relevant business/commercial or manufacturing/engineering degree preferred, ONC, A Levels, City & Guilds Level 3, BTEC National Diploma Level 3, IVQ Technician Diploma or equivalent NVQ level 3 qualification
- Chartered Institute of Procurement & Supply (CIPS) or similar qualification or studying towards CIPS qualification would be beneficial
- Previous experience of working in a purchasing team preferably within an automotive or manufacturing environment
- Good knowledge of purchasing, negotiation, commercial understanding and cost breakdown
- Experience of working closely with suppliers
- Able to add value, reduce costs and input to business improvements
- An understanding of automotive processes and components would be advantageous
- Computer literate, with advanced Excel skills/abilities

Example roles this job description may cover:

- Factory Buyer
- Commodity Buyer
- Category Buyer
- Project Buyer
- Procurement Specialist
- Purchasing Officer
- Purchaser