

# Vacancy Notice

## BUYER

<b>Role</b>	<b>Buyer</b>	<b>Reports to</b>	<b>Head of Supply Chain</b>
<b>Department</b>	<b>Operations (Procurement)</b>	<b>Location</b>	<b>Llangeinor and Bridgend</b>
<b>Overview of Role</b>	As a buyer in the Procurement team, you will embrace working as a team and possess a strong will to succeed. You will undertake buying and logistical tasks to co-ordinate material deliveries for production build schedules, whilst controlling various key business performance indicators such as stock levels, material cost and supply chain performance.		
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead evaluation, sourcing, negotiation and procurement of goods, services and outsourcing activities to achieve the best purchasing conditions and quality product in accordance with Company requirements.</li> <li>• Supplier relationship management (during development through to production); including supplier performance and change management.</li> <li>• Liaise extensively with key stakeholders to ensure requirements are clearly defined prior to sourcing.</li> <li>• Management of purchase orders within ERP system, ensuring expediting activities are undertaken to support business need, whilst inventory is efficiently managed.</li> <li>• Manage and support costing activities into Bids by analysing key data to evaluate price and costs.</li> <li>• Ensure compliance with legislation of import/export of goods.</li> </ul>		
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Self-motivated, commercially astute with the ability to work as part of a team, using initiative.</li> <li>• Excellent communication, presentation and interpersonal skills.</li> <li>• Ability to meet deadlines, prioritising work in accordance with business needs.</li> <li>• Possess market knowledge to inform product and service selection and monitoring.</li> <li>• Positive and proactive with a tenacious attitude to complete tasks to a high standard, with a results orientated approach.</li> <li>• Ability to develop strong relationships with internal customers and external suppliers to achieve the best outcome for the business, optimising customer value, while minimising total cost of ownership and risks.</li> <li>• Understand financial, legal and CSR (Corporate Social Responsibility) issues.</li> </ul>		
<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate (or equivalent work experience)</li> <li>• CIPS Qualified (or equivalent)</li> </ul>		
<b>Experience/ Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years experience in Procurement</li> <li>• Proven negotiation and supplier management skills</li> <li>• Regulated industry experience essential, Aerospace and Defence preferred</li> <li>• IT literate, preferably with extensive Excel knowledge</li> <li>• In-depth working knowledge of ERP systems</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Project coordination/management experience</li> <li>• Must be able to obtain UK Security Clearance</li> <li>• Import/Export compliance trained</li> </ul>		
<b>Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Valid UK Driving licence</li> <li>• Valid Passport</li> </ul>		

If you are interested in applying for this role please submit an application form to HR no later than **5.00p.m. on Wednesday 13 June 2018**