

Vacancy Notice

Senior Buyer

Role	Senior Buyer	Reports to	Supply Chain Manager
Department	Operations (Procurement)	Location	Llangeinor and Bridgend
Overview of Role	As a Senior 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.		
Key Responsibilities	<ul style="list-style-type: none"> As Senior Buyer you will be responsible for the competence and performance of supervised personnel within applicable procedures, schedules, and cost budgets. 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. Demonstrate an understanding of technical, commercial terms agreed within contracts. Liaise extensively with key stakeholders to ensure requirements are clearly defined prior to sourcing. Supplier relationship management (during development through to production); including supplier performance and change management. Evaluates current and potential sources of supply to identify and prioritise areas requiring new sources of supply or performance improvement. Providing expertise, support, direction, advice, and guidance to internal customers and Procurement team members on procurement practices and techniques. Management of purchase orders within MRP/ERP system, ensuring expediting activities are undertaken to support business need, whilst inventory is efficiently managed. Manage and support costing activities into Bids by analysing key data to evaluate price and costs. Ensure compliance with legislation of import/export of goods. Ensuring procurement activities are compliant with internal/legislative procedures, risks are identified and minimised through generation of recovery plans. 		
Essential Skills	<ul style="list-style-type: none"> Self-motivated, commercially astute with the ability to work as part of a team, whilst managing others. Excellent communication, presentation and interpersonal skills. Ability to meet deadlines, use initiative, prioritising work in accordance with dynamic business needs. Possess market knowledge to inform product and service selection and monitoring. Positive and proactive with a tenacious attitude to complete tasks to a high standard, with a results orientated approach. 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. Understand financial, legal and CSR (Corporate Social Responsibility) issues. Proven skills in supplier management including contract management, risk assessments, development and improvement plans. Thorough understanding of Supply Chain Management operational concepts surrounding production planning, inventory control, purchasing, logistics, stockroom operations, and shipping/receiving Ability to influence/lead cross-functional process improvement teams. Proven skills in supplier management including contract management, risk assessments, development and return to green plans Knowledge of materials planning systems (MRP/ERP) requirements and order generation process logic Thorough understanding of Supply Chain Management operational concepts surrounding production planning, inventory control, purchasing, logistics, stockroom operations, and shipping/receiving 		

Required Qualifications	<ul style="list-style-type: none"> • Graduate (or equivalent work experience) • CIPS Qualified (or equivalent)
Preferred Experience/ Skills	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Minimum 5 years' experience in Procurement in a manufacturing industry. • Proven negotiation and supplier management skills • IT literate, preferably with extensive Excel knowledge • In-depth working knowledge of MRP/ERP systems • Proven supervisory experience <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience in a regulated industry e.g. Aerospace, Defence • Project coordination/management experience • Must be able to obtain UK Security Clearance • Import/Export compliance trained
Physical Considerations	<ul style="list-style-type: none"> • Valid UK Driving licence • Valid Passport