



## Buyer – Job Description

<b>Job Title:</b>	Buyer	<b>Department:</b>	Manufacturing and Quality Dept
<b>Position Type:</b>	Full Time	<b>Reports To:</b>	Procurement Supervisor
<b>Location:</b>	Bristol	<b>Shift:</b>	Day
<b># of Direct Reports:</b>	0	<b>Schedule:</b>	Monday - Friday

### **POSITION SUMMARY:**

To support the Manufacturing and Quality Department with all purchasing activities whilst also looking after a broad range of administrative tasks within a small team environment.

### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

The individual will be accountable for the following functions and responsibilities:

- Raising of purchase orders and sales returns.
- Chase PO's and monitor supplier delivery dates, updating the system with any changes.
- Raise quarterly reports of supplier performance with regard to delivery and quality.
- Send RFQ's and review supplier quotations, giving suggestions of the best option with consideration of cost, lead time, supplier relationship, supplier previous performance and supplier workload.
- Negotiate with suppliers on all aspects of the quotation
- Search for new supplier options to avoid single-source supply where possible.
- Carry out regular supplier visits, communicate performance reviews and identify KPI's for supplier improvement
- Carry out supplier audits in line with ISO9001
- Distribute defect reports to suppliers and ensure we receive satisfactory corrective actions
- Collecting and analysing data to help predict trends and forecasts
- Raise shipping requests for goods out when necessary
- Control of BoMs and AOs.
- Monitor and report annual cost savings.
- Purchasing administrative tasks.
- Perform any other duties as required.
- Adhere to the CIPS code of conduct in all procurement activities.



## **QUALIFICATIONS/EXPERIENCE REQUIRED**

### **List Required qualifications/experience**

The individual must at a minimum possess the following:

- 2–3 years' experience in purchasing within a manufacturing environment.
- Experience with MRP systems and demand scheduling.
- Experience auditing suppliers.
- Confidence conducting supplier visits.
- Familiarity with ISO9001 standards.
- Proficiency in Microsoft packages, particularly Outlook, Excel and Word.

### **List Preferred qualifications/experience**

- Have knowledge and experience of using Microsoft Dynamics
- Work experience within the oil and gas industries.