

JOB DESCRIPTION

Job Details	
Job Title	Buyer
Department	Buying
Reporting to	Commercial and Operations Manager - Leeds

Job Purpose

To purchase all goods at the appropriate quality and price used in the course of the business (tendering where necessary) and provide product guidance and advice to colleagues from other departments.

Key Duties and Responsibilities

Purchase required materials/goods:

- at the required time taking into account manufacturing and delivery dates
- in accordance with correct stock-holding practices and customer requirements
- obtaining at least three distinct cost comparisons for each commodity purchase
- monitoring purchase orders regularly for product deliveries

Source new products:

- to be aware of new products coming onto the market
- to source new products/materials and promote to Sales teams to find a market

Manage pricing and invoice queries:

- to resolve invoice queries on Purchase Invoices and progress credit/action as required
- to pursue and implement cost saving opportunities on all products
- to review supplier price increase requests with the aim of minimizing the impact on product costs, and communicate any price movements to Sales/Admin

Manage Suppliers and Customers:

- to maintain the vendor listing for all current supplier information
- to examine potential new suppliers and purchase opportunities
- to source materials/products for Sales/Customers enquiries
- to visit suppliers and customers, when necessary, to build solid relationships

Deal with quality issues:

- to maintain regular random material quality/quantity checks on supplied goods
- to give rapid response to dealing with returned goods, faulty goods and quarantined goods
- to liaise between the Sales Executive, customer and supplier to resolve any issues/problems
- Oversee that Environmental and Quality standards are adhered to

General

- Along with other members of the Purchasing Team maintain the Buying internal computer information system for the branch.
- Implement new ideas and methods whilst continuing to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.
- Undertake other duties as the management may from time to time reasonably require.
- Carry out all duties in accordance with Samuel Grant Employment Policies and individual contractual terms and conditions of employment.

PERSON SPECIFICATION**Knowledge:**

- Tendering and Purchasing of packaging products or similar
- Procurement arrangements under the European Community regulations

Experience

- Previous experience of working in small/medium sized organisation
- Ideally someone who has experience in packaging business or similar
- Previously worked in a similar level role.

Education/Qualifications

- CIPS level 2 or qualified through experience

Key Competencies/Skills Required

- Strong Communication and Customer Service Skills
- Ability to build rapport and long lasting relationships
- Strong Influencing and negotiation skills
- Excellent analytical and I.T. skills with experience in Microsoft Excel, Word and PowerPoint.
- Proactive and improvement focused
- Ability to work on own initiative as well as part of a team
- Good problem solving and decision making skills
- Strong attention to detail and good numeracy skills
- Strong planning and organising skills
- Positive, can do attitude

Note:

This job description summarises the main aspects of the role, but does not cover all the duties that the job holder may be required to perform. This document is intended to enhance the understanding between the Manager and the employee and may be changed/amended as the job/business needs require.