

### ROLE PROFILE SUMMARY

<b>Role:</b>	Senior Buyer
<b>Reporting to:</b>	Operations Director
<b>Reports within region:</b>	Hethel, Norfolk

<b>Purpose of Role:</b>	<p>Work closely with the Operations and product development teams to source, negotiate and procure, materials and services to meet the company's operational requirements in line with company objectives. Taking in to account price, quality and delivery and to ensure continuity of supply.</p> <p>This job holder may take responsibility for a specific project or hold a larger remit in terms of purchasing responsibility.</p>
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## Role

### Purchasing

- Purchasing goods, materials, components or services in-line with specified cost, quality and delivery targets.
- This position also plans and incorporates strategic purchasing plans company wide.
- Ensure continuous supply of required goods and materials and communicate and supply issues, which may pose a risk or impact on business delivery targets or customer expectations.
- Monitor market trends, competitor strategies and market suppliers.
- Research and evaluate areas of opportunity and reduce costs where possible.
- Deliver briefs, updates and reports as and when required.
- Develop creative and innovative procurement processes
- Develop ideas and strategies to improve operational efficiency, add value, aid business performance and work towards a strategy of continuous improvement.
- Negotiate contracts, improved prices and terms of business with suppliers and review opportunities to make business savings utilising negotiation and procurement best practice tools and methods.
- Access and evaluate suppliers and undertake performance reviews to ensure contract compliance and manage performance improvement activities.
- Ensure that a professional and consistent approach is taken in relation to all supplier relationships
- Ensure compliance to company guidelines, purchasing policies and procedures.
- Explore alternate sources for goods and materials.
- Prepare purchase orders in line with final negotiations with selected suppliers and in line with organisational targets and requirements.
- Undertake research on and evaluate existing and new suppliers
- Contact suppliers to resolve price, quality, delivery or invoice issues

### People Management

- Create and scale purchasing team as company and product range develop and evolves.

### Relationship Management

- Work collaboratively and negotiate and engage with stakeholders and suppliers regarding new projects, suppliers and initiatives and advise of impact of change on purchasing and production activities.
- Stay current and up to date on any changes that may affect the supply and demand of needed products and materials and advise others of any impact.
- Attend meetings and update others on issues or concerns when there is a risk which could prevent the organisation meeting customer demands or where there are over capacity concerns
- Support product change requests and review and communicate the impact on capacity plans
- Build, maintain and manage supplier relationships and ensure good communications.

## Responsibilities

- Continually review the overall 'value' offered by existing suppliers and ensure that the company's purchasing remains globally competitive.
- Lead regular re-negotiations of terms of business/service agreements and performance evaluation with suppliers, taking corrective action as required.
- Lead market analysis and best value benchmarking of relevant markets

- Timely and effective communication of forecasts and purchase orders to suppliers;
- Check and authorise designated invoices for stock, packaging and carriage items.
- Management of Key Performance Indicators
- Any other reasonable duties which may be required by management from time to time.

**SKILLS, EXPERIENCE AND QUALIFICATIONS REQUIRED FOR JOB ROLE**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b> <i>e.g.</i> Computer literacy Project Management Interpersonal	<ul style="list-style-type: none"> <li>• Excellent planning and organising skills</li> <li>• Project management skills</li> <li>• Excellent communication skills</li> <li>• Robust personality</li> <li>• High level of computer literacy to include MS PowerPoint, Word, Excel and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to tight schedules;</li> <li>• Strong organisational and administration skills.</li> <li>• Experience of start-up environment and pace</li> </ul>
<b>Job Related Experience</b> <i>e.g.</i> Number of years' experience required to do the role. Does the experience need to be industry specific	<ul style="list-style-type: none"> <li>• Minimum of 5 years' experience of buying / procurement in a supplier facing role</li> <li>• Excellent understanding of efficient materials flow and best practise.</li> <li>• Experience in dealing with global suppliers;</li> <li>• Strong track record of negotiating procurement / Buying terms;</li> </ul>	<ul style="list-style-type: none"> <li>• Renewable energy experience</li> <li>• Experience in power system, electrical and electronic commodities/markets</li> </ul>
<b>Industry Qualifications</b> <i>e.g.</i> Professional Vocational, i.e. City and Guilds Educational (where appropriate)	<ul style="list-style-type: none"> <li>• Educated to a degree level in a relevant field</li> </ul>	

<b>Additional Information</b>	
Driving License	Yes
Mobility	Needs to be able to travel in line with role requirements, and spend nights away from home when required
Please send your CV and Covering letter to the email address below stating which Vacancy you are applying for. FAO: Rachel Sarginson <a href="mailto:Rachel.Sarginson@c-e-int.com">Rachel.Sarginson@c-e-int.com</a>	
Unfortunately, due to the volume of applications we receive, we are not always able to contact everyone, however if you are invited for an interview, you will be contacted directly by the manager for the position.	

