



<b>JOB TITLE</b>	<b>BUYER</b>
Department	Materials
Location	Arbroath
Reports to	Materials Team Leader

### **PURPOSE**

The Buyer will have responsibility for managing and interpreting technical specifications into purchase orders and will be sourcing both nationally and internationally, negotiating with new and existing suppliers.

### **TO BE SUCCESSFUL IN THIS ROLE YOU WILL:**

- Interpret technical specifications into clear RFQs and negotiate terms and conditions with suppliers
- Schedule material demands in system to support production schedule
- Negotiate purchasing contracts and place purchase orders in line with production and business requirements.
- Coordinate with Project Managers/Engineers and Senior Management to establish workflow including order release dates
- Ensure on time delivery and quality for project milestones
- Ensure timely receipt of materials to support the project schedule and resolve any quality and delivery issues
- Provide input to forecast spend and variations for project
- Monitor supplier performance and provide feedback
- Identify and develop strategic suppliers/partnerships to support business goals
- Develop the overall supply base in terms of value, quality and delivery to meet business goals
- Identify risk areas and generate plan to minimise

### **WHAT YOU'LL BRING TO THE ROLE:**

- Demonstrable background of purchasing in a manufacturing environment
- Communication and presentation skills
- Negotiation and persuasion skills
- Ability to work in cross-functional teams to achieve business goals and objectives
- Ability to build strong relationships both internally and externally
- Ability to plan activities, meet assigned schedules and achieve planned targets and objectives.
- Good working knowledge of Materials MRP/ERP Systems
- Ideally a professional qualification in Purchasing or Supply (such as CIPS) or a relevant business degree