

Job Description

Position – Buyer

Reporting to Supply Chain Lead **Responsible for** N/A

Purpose / Role - To work within and manage defined Procurement activities that follow an Operational Support process to include (but not limited to); Electrical/Electronic parts and components, Hydraulic parts and components, Machined parts and Fabrications, Specialized Parts and Special to Role, General Engineering and Piece Part Consumable Spares, finally Indirect Services and Goods

To assist in the delivery of an optimized service, quality and cost offering to the customers of Supply Chain (both internal and externally facing) and to deliver service excellence through demonstrable customer satisfaction. To understand and contribute towards the medium to long-term objectives of the Supply Chain Department

Key Aims and Objectives –

- Full purchasing support to SMD project teams
- Expediting of all outstanding orders and ensuring timely deliveries

Prime Role and Duties

- Raising of PO's against SMD project requirements
- Following of SMD Purchasing Procedures
- Problem solving
- Use RFI's, RFP's/eRFx's in order to deliver the Procurement solutions work as part of a Commodity Team providing a complete Procure to Pay (P2P) service
- Provide; Order Fulfillment, Supplier Quotations, Tender/Bid Analysis, Supplier Fiscal Analysis, Supplier Relationship Management, Customer Relationship Management and Demand Analysis services
- Deliver compliance to the Document Control Process (DCP)/Pre-Supplier/Vendor Vetting (PVV) process that exist within Supply Chain
- Manage the Tender/Bid process (proposals evaluation, negotiation, supplier selection, orders placements and delivery for requirements (value to be defined)
- Deliver a Compliant service that meets company Policy and Process.
- Regular reporting to flag any barriers to success, and identifying opportunities for improvement in everything we do



Allied Occasional Duties

- Confidently liaise with suppliers
- Invoice query resolution
- Cost downs and price negotiations with suppliers

Key Internal Interfaces

- Employees of SMD
- Internal customer employees of SMD that require Procurement Services
- Supply Chain and Commodity team colleagues
- Operations Manager

Core Competences

- Experience in purchasing
 - Good level of computer literacy with a good working knowledge of Microsoft Excel, Word, Outlook
 - A basic knowledge of reading drawings
 - Proactive approach and ability to manage own workload
 - Good confident communicator with excellent interpersonal skills
 - Able to work as part of a team
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