

## Job Description

**Position** – Buyer - Equipment & Spares

**Reporting to** Material & Supply Chain Mgr

**Responsible for** N/A

**Purpose / Role** - To work within and manage defined Procurement activities 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, Spare parts and assemblies, and 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.

Ensure all parts required - equipment and spares - are despatched on time to accommodate customer needs.


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 business units and project teams
- Expediting of all outstanding orders and ensuring timely deliveries
- Proactively manage customers purchase orders.
- Create an optimised purchasing plan at a part level to drive efficiency and reduce cost / leadtime
- Work with suppliers, both internal and external, to satisfy customer requirements.
- Manage schedule, cost and delivery KPIs at a commodity level

### **Prime Role and Duties**

- Raise POs against SMD equipment and spares requirements; including customer spares and assemblies
- Confidently liaise with suppliers building a relationship that supports SMDs requirements

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- Problem solving at a part level – including appropriate information held against each part number
  - Build an accurate set of cost data and price lists for chosen suppliers and parts that improves SMDs competitive advantage
  - Provide Order Fulfilment, Supplier Quotations, Tender/Bid Analysis, Supplier Fiscal Analysis, Supplier Relationship Management, and Demand Analysis information
  - Manage the Transactional Competitive Bid process (quote analysis, negotiation, supplier selection, orders placements and delivery requirement) for the commodity group
  - Deliver a Compliant service that meets company Policy and Process as defined by SMD Supply Chain
  - Regular reporting to flag any barriers to success, and identifying opportunities for improvement including process and technology issues
  - Liaise with Production, Stores and Purchasing in determining appropriate production and stock levels (in-house and at suppliers) for parts & sub-assemblies where identified
  - Work with Business Units to satisfy urgent customer requirements


#### **Allied Occasional Duties**


- Invoice query resolution
- Work with engineering to resolve documentation issues associated with the delivery of parts and assemblies.
- Work with the Sales teams to develop new products, services or packages to facilitate the expansion of the whole SMD group of businesses.
- Work with all stakeholders to enhance the business processes and systems used to satisfy SMD customers

#### **Key Internal Interfaces**

- Business Unit Sales Team
- Business Unit Project Managers
- Operations Management team
- Stores and Logistics

#### **Core Competences**

- Experience in purchasing
  - Good level of computer literacy with a good working knowledge of Microsoft Excel, Word, Outlook
  - Proactive approach and ability to manage own workload
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- Good confident communicator with excellent interpersonal skills
  - Able to work as part of a team
  - An awareness of SMD equipment
  - The ability to understand and apply commercial and financial principles, including cost v price, profit, budget control, and added value

If you are hoping to join a great team and interested in the above role, please use [our CV submission link](#) on the website.