

Job Title	Direct Buyer	Department	Supply Chain / Purchasing department
Reports To	Justine Descamps	No Direct Reports	N/A
<p>Job Purpose To procure, schedule and control the supply of inventory for categories of direct products to support the on-time shipment of final bearings to customers. This includes the provisioning and coordination of subcontracted components and to provide delivery promise and status information. To monitor Supplier performance and capacity against required output levels and to work with the Supply Chain Team, providing information and reporting. Participating in necessary actions to enable the overall Business Plan to be achieved.</p>			
<p>Knowledge Skills and Experiences</p> <p>Qualifications</p> <ul style="list-style-type: none"> GCSE (or equivalent) English and Maths CIPS IT qualifications desirable <p>Skills</p> <ul style="list-style-type: none"> Above average interpersonal skills (esp. communication skills) Self-starter, team player Able to develop strong effective relationships both internally and outside of the organisation Attention to detail and organised Negotiation skills 		<p>Key Role Requirements</p> <p>For all BOM items in the MRPC groups for which you have responsibility:</p> <ul style="list-style-type: none"> Support the procurement and deal with all internal and external queries Ensure continuity of supply within the requisite inventory targets Schedule and follow-up purchase orders Initiate the expedition of overdue purchase orders Action MD06 exception reports within agreed timeframe Provide timely clearance of imported items using the appropriate import clearance procedures Be seen as the subject matter expert and use this knowledge to support sourcing strategies, supplier relationships and program management. Build and maintain strong relationships with suppliers Support business strategy development and execution activities Ensure compliance to sourcing and contracting policies, procedures, risk management programs, and QHSE and ethics policies. Ensure that all the department's documents are filed in a timely and accurate manner <p>Budgetary Responsibility</p> <ul style="list-style-type: none"> Negotiate prices with suppliers Maintain Inventory at the correct levels Monitor Supplier Spending 	
		<p>Outputs</p> <ul style="list-style-type: none"> Supplier performance reports Monthly KPI's <p>Interactions</p> <ul style="list-style-type: none"> Purchasing Team Senior Management Team All Managers / Team Leaders Planning team Stores, Logistics, Goods Inwards and Finance teams All employees 	

