



## Vacancy

### Direct Technical Buyer

**Purpose:** To procure, schedule and control the supply of inventory for categories of direct products to support the on-time shipment of assembled 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.

**Key Responsibilities and Accountabilities:**

For all BOM items in the commodities for which you have responsibility:

- Support the procurement and deal with all internal and external queries.
- Ensure continuity of supply within the requisite inventory targets
- Try and identify alternatives materials to avoid unnecessary purchases.
- Schedule and follow-up purchase orders / Initiate the expedition of overdue purchase orders.
- Action MRP 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/Monitor and Drive supplier performance.

**Budgetary Responsibility:**

- Material cost management: Negotiate prices with suppliers.
- Maintain Inventory at the correct levels & monitor supplier pending

**Qualifications:**

- Educated to Degree Level (or equivalent) / CIPS qualification (or working your way towards/equivalent)

**Skills:**

- Excellent 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
- Experience in buying/ procurement in the manufacturing industry.
- Reading and understanding technical specifications and drawings.

SAP experience desired