



BUYER

Reports to: Group Commercial & Procurement Manger	Abbreviation: Buyer
Division/Department: Purchasing	Deputised by:
Location: Woodside	Version/Date: v2 Mar26

JOB PURPOSE

The Purchaser will be responsible for buying of all materials in a timely and cost-effective manner under the guidance of the Purchasing Manager. The ability to multitask and work under pressure are essential requirements of this role

ACCOUNTABILITY

- Ownership; take responsibility for your actions and their results, both positive and negative.
- Transparency; ensure the commerciality of the business is transparent to customer and stakeholders alike
- Integrity; be honest with stakeholder and about strengths and weakness, proactively seek feedback and that for others within your remit
- Problem solving; be proactive in identifying challenges and finding solutions rather than waiting for solutions to be presented.
- Team player; ensure you work well with others and actively promote collaboration with other stakeholders.
- Communicate effectively; maintain open and honest communications to ensure everyone understands the expectations and provide constructive feedback.
- Culture safe environment; create workplace where mistakes are viewed as learning opportunities; ensure team members feel supported and not micromanaged.

MAIN RESPONSIBILITIES AND DUTIES

- Purchasing a wide range of materials in line with production requirements
- Timely placement of purchase orders and delivery of materials to ensure availability to production in line with production schedule
- Maintaining inventory levels within approved guidelines
- Resolving and investigating supply chain errors and examining via root cause analysis
- Ensuring parts and materials are purchased at the most competitive price
- Creating and updating daily shortage reports
- Continually improving purchasing methods in a bid to drive down external spend
- Identifying new suppliers including discount structures and volume rebates
- Progress chasing
- Monitor and update Inflight Engineering's Approved Supplier List
- Ensuring the highest level of service is provided and maintained for both internal and external customers
- Assisting to ensure stringent material control is in place to ensure company targets are met with regards to spend, Inventory levels, usage, scrap etc. issuing Scorecards, managing WBR, MBR and QBRs where needed.
- Perform any other duties within your capabilities as directed by the Company.
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ESSENTIAL (CORE RESPONSIBILITY)

- Demonstrable experience in a similar role within a manufacturing environment
- The timely placement/fulfilment of Purchase Orders (PR-POs) and delivery of parts in-line with operational requirements.
- Responsible for monitoring, from time-to-time; shipments arriving from outside the UK
- Administer business workflow through ERP system to completion to ensure these Supplier driven targets are achieved (3-day for PR-PO for SLA).
- Able to work within the governance of QMS process and is aware of AS9100.
- Experience within aerospace industry desirable
- Purchasing a wide range of aircraft parts and materials in-line with operational procedures.

- Work with suppliers and internal departments providing daily continuity, feedback, and updates on open Orders.
- Effectively manage Supplier complaints.
- Help troubleshoot and manage Suppliers' expectations.
- Computer literate with experience in ERP software and Microsoft Office.
- Excellent organisational and communication skills
- Provide feedback to the Supplier on non-compliant orders, relay technical information between the various stakeholders.
- Full Clean UK Driving Licence- due to location.

QUALIFICATIONS PREREQUISITES

- A high level of Supplier Management experience with focus of delivering value, Supplier Chain Management or SRM experience would be advantages.
- Conscientious, confident and computer literate with Epicor ERP, Qpulse QMS, MS Office.
- Well organised and articulate.
- Excellent attention to detail skills.
- A good working knowledge of Industry, Databases and appropriate software packages which are used across Aerospace Procurement industry.

OTHER SPECIFICATIONS

- Data analysis; analyse customer data, determine integrity and trends and generate insights to inform decisions for the relevant stakeholders
- Technical proficiency; expertise in using ERP/WMS/SRM platforms, customers or otherwise, develop tools to automations and efficiency
- Strategic thinking; develop long-terms plans, based on market trends, industry insights and achieve business and customer goals and manage the supplier relationship
- Communication; excellent interpersonal skills, the ability to explain complex concepts, scope clearly, lead training and support growth
- Leadership; be effective leader, drive my example, ensure buying and champion change
- Campaign management; drive commercial initiatives from start-end, work with other stakeholders to foster support to drive customer engagement and, thus yielding positive customer experience
- Cross-functional collaboration; work well with other stakeholders, ensure a collaborative culture is supported and ensure the business objectives are flown down to all levels
- Optimisation and Improvement; identify, implement methods of improving performance, strategy and streamline operation for efficiency and yield shareholder value.

EMPLOYEE DECLARATION

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager	
Print Employee Name:	
Employee signature:	Date:
Manager Name:	
Manager Signature:	Date