

WESTERN POWER DISTRIBUTION

LOGISTICS (PURCHASING AND INVENTORY) DISTRIBUTION

BUYER EBA GRADE 6

MAIN PURPOSE OF JOB

To report to a Senior Buyer and to work within a team that is responsible for a defined portfolio of contracts.

To ensure the most advantageous terms to the Company are achieved when completing contracts, taking account of all relevant European and Government Legislation applicable to such contracts and appropriate market conditions.

To contribute, through professional procurement techniques to the profitability of the Company.

The Buyer will carry out the preparation, issue and analysis of tenders and quotations, and carry out negotiations under the direction of the Senior Buyer

This post will require the holder to procure goods and services which are vital to the successful operation of the Company.

MAIN DUTIES AND RESPONSIBILITIES

- Achievement of assigned targets.
- Provide recommendations for award of business to the Senior Buyer or Purchasing and Inventory Manager for approval.
- Managing key contracts to ensure continuity of supply and compliance with customer requirements and appropriate terms and conditions.
- The organisation and prioritisation of own work.
- Discuss procurement strategy/supplier selection with the Senior Buyer or Purchasing and Inventory Manager before issue of Invitations to Tender/Quotation.
- Ensure that all variations to original tender/quotation submissions are effectively documented for audit accountability purposes.
- Conduct Periodic Contract Reviews, ensuring that all affected parties contribute.
- Provide feedback on Contract Reviews to the Senior Buyer or Purchasing & Inventory Manager.
- Negotiating the procurement of products and services by effectively balancing considerations of price, technical compliance, quality, delivery, legislative implications, and customer preference and market conditions.
- Providing an effective procurement service to the customer.
- Managing project based and other key contracts to ensure successful outcome and in compliance with customer requirements and appropriate terms and conditions.
- Ensure that all Contracts, Framework Agreements and Orders meet the obligations arising from the European Procurement Directives.

- Work in conjunction with Specifiers within the company to determine DPCR requirements.
- Carry out supplier visits to monitor quality and contractual commitments where appropriate.
- Evaluate technical specification changes in conjunction with the technical specifier to assess impact on procurement strategy.
- Maintain strong communications with key customers.
- Acquire a broad knowledge of supplier capabilities within sphere of responsibility.
- Issue Invitations to Tender, selecting appropriate Terms and Conditions of Contract.
- Carry out cost/price analysis, evaluating supplier proposals.
- Negotiate prices, terms and conditions.
- Ensure that all negotiations are effectively documented for audit accountability purposes.
- Conduct Periodic Contract Reviews, ensuring that all affected parties contribute.
- Provide feedback on Contract Reviews to the Senior Buyer.

TYPICAL KNOWLEDGE/EXPERIENCE REQUIRED

- Relevant professional qualification i.e. Chartered Institute of Purchasing and Supply, or be working to achieve. Relevant Higher BTec.
- Good working knowledge of leading edge procurement techniques.
- Proven track record within a relevant area of purchasing.
- Good working knowledge of all appropriate UK and European legislation.
- Good negotiation skills.
- Good analytical skills.
- Good computing skills.
- Good interpersonal/communication skills.