

JOB DESCRIPTION

Job Title:	Technical Buyer	
Full or part-time role:	Full time - 40 hours per week	
Company:	SC Group	
Main purpose:	Sourcing, negotiating and buying of goods, materials and services to meet the Company's operational requirements.	
Issue & Date:	Issue 04	30/11/2021

SC Group encompasses a group of companies within the UK and Australia who design, manufacture and deliver special purpose machines and equipment. As an employee within the Group of companies you should work as part of the team, be flexible in your approach to your work and fulfil any reasonable request to do tasks that may arise and is within your capability. However, the information below provides details on the key responsibilities of your role.

KEY AREAS	Key Responsibilities	Other Responsibilities
	<ul style="list-style-type: none"> Purchase components, equipment and services to fulfil customer orders/projects using procurement and negotiation skills to obtain the best value for the company. Examine and process departmental requisitions. Expedite the delivery of goods Liaise with other departments to determine purchasing needs, specifications and areas of standardisation. Identify where components can be sourced from in-house manufacture using available group resources. Calculating the true value to the business with regards to cost and value added. Provide technical / commercial assistance to the rest of the team to develop awareness of manufacturing processes and improve product knowledge. Continually identify and determine optimum sources of supply Compare costs and evaluate the quality and suitability of suppliers, materials and equipment. Select and develop appropriate vendors, using your technical knowledge. Adopt and implement lean supply chain practices (e.g. Consignment, VMI, etc.) Monitor vendor performance and recommend necessary actions to improve performance, carrying out audits and supplier visits when required Develop and maintain working relationship with customers on matters relating to concessions, equivalents, delivery schedules and vendor problems Gain awareness of market trends of new products and technologies Dealing with problems and challenges efficiently and effectively including resolving any invoice queries Ensure that purchasing commitment (risk) is limited. Ensure that the MRP system contains accurate information at all times 	<ul style="list-style-type: none"> To know and understand the Company Handbook and follow the Company's policies with regard to Quality, Health and Safety, Security and IT where appropriate. Your role may be subject to Data Protection Act and Official Secrets Act. Confidentiality must be maintained at all times. To maintain an awareness and observation of Fire, Security and Health and safety regulations. Ensure all personal data is managed in accordance with GDPR and company policy Counterfeit Avoidance, to read and understand the company policy and ACMP Anti Counterfeit Management Plan, attend relevant in-house training and be aware of their obligations for the procurement of counterfeit materiel.

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	<ul style="list-style-type: none"> Support Change Note Request process and action any tasks resulting from changes Suggest improvements to the internal procedures and processes to optimise departmental performance Organise individual workload to achieve personal and business objectives 	
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Employee	Name:	Signature:
		Date:
Manager	Name:	Signature:
		Date:

PERSON SPECIFICATION

	Essential	Desirable
Work based competencies	<ul style="list-style-type: none"> Knowledge of drawing standards, geometrical tolerance, welding specification etc. Good working knowledge of Microsoft Office. Good communication skills (verbal and written) at all levels including suppliers and customers Generally computer literate and able to adapt to different software Good report writing and project information recording Able to resolve basic computer problems with minimal help Customer Relationship Management Use of ERP and MRP systems 	<ul style="list-style-type: none"> Knowledge of EXACT and Synergy
Behavioural competencies	<ul style="list-style-type: none"> Approachable and dependable Able to lead and mentor Able to meet deadlines and control budgets Drive to achieve quality in all that he/she does Able to work effectively under pressure 	
Qualifications & experience	<ul style="list-style-type: none"> Experienced within the procurement / engineering environment 	<ul style="list-style-type: none"> CIPS LEVEL 4 QUALIFIED
Organisational fit	<ul style="list-style-type: none"> Team Player initiative Self-motivation. Able to work on an outcome related performance system. Has a positive approach to problems. Embodies and promotes the company core values Has the desire and ability to contribute to the company as a whole. 	<ul style="list-style-type: none"> Has the desire and ability to contribute to the company as a whole.