

Job Title:	Senior Buyer	Position Type:	Full Time
Location:	Laughton, East Sussex	Travel Required:	<5%
HR Contact:	personnel@quorumtech.com	Date posted:	August 2019

Job Description
<p>PURPOSE OF JOB</p> <p>Quorum Technologies are a very successful and progressive Scientific Instrument manufacturing company. You will operate within a commercially driven environment, with emphasis on delivering high quality products to our global customer base. You will work with a highly skilled and motivated team that is keen on developing best practice manufacturing and supply chain techniques.</p> <p>The main purpose of this role is to plan, manage and control Quorum’s purchasing and supply chain function so that on-time output, cost, quality and customer expectations are all fully satisfied.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Purchase of goods, materials and services in line with specified cost, quality and delivery targets. Managing and controlling all the company’s external suppliers with emphasis on the purchase of materials and finished parts for production. Establish strategic relationships with key suppliers who are aligned to the company's needs. Identify new suppliers, agree terms and negotiate supply agreements where appropriate, including discount structures and volume rebates. Foster close working relationships with associated departments eg. Sales, Engineering, Production and Service. Continually improve purchasing methods and drive down external spend. Carry out Supplier visits both in the UK and abroad. Such visits may be at very short notice. Perform a comprehensive review of the Purchasing function and its methodology and identify and implement improvements. Leading by example, to motivate, manage and control all employees within reporting functions, aiming always to achieve effective upward and downward communications and good employee relations. Material Costs – stringent material control is required to assure company targets are met. This includes spend, usage, scrap, inventory levels, stock accuracy, etc. Help achieve agreed product development timetables and deliver next-generation products on target and within budgeted costs. Help meet customer expectations and to maintain the Company’s established reputation for high quality and product excellence. Help maintain ISO9001 accreditation. To be familiar with and apply all of the Company’s adopted rules, policies and procedures, including those relating to employee welfare, health and safety, absence, discipline, grievances, equal opportunities and unlawful discrimination. To attend a variety of management meetings, reporting on aspects of purchasing and supply chain activities and progress. Ensure that all established and require administrative routines are correctly followed, with all records maintained accurate and up to date. Carry out other reasonable tasks as required by Management.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Ideally qualified to HNC level or above in a relevant supply chain or commercial discipline.
- CIPS qualified or working towards.

REQUIRED EXPERIENCE

The successful candidate must be able to demonstrate that they have:

- Minimum 5 years previous experience in a Purchasing role, gained within the electro-mechanical manufacturing industry.
- Minimum 3 years hands-on experience using MRP systems.
- Minimum 3 years supervisory experience.
- Proven track record of controlling and reducing external spend whilst developing a robust supplier base.
- Fully conversant with modern procurement and purchasing techniques.
- Experience of Purchasing bespoke, manufactured parts including scheduled deliveries.
- Direct Supplier and Commodity management for a specific number of Commodities/Suppliers.
- Management and coordination of Purchasing activities with relation to Cost, Delivery and Quality performance.
- Coordinating and managing resolutions to Supplier Quality concerns, ensuring timely and effective containment and long-term resolution of each concern.

PREFERRED EXPERIENCE

While not essential, the following experience would be a distinct advantage:

- Experience using SAP Business One (ERP/MRP system).
- Experience of outsourcing to low cost countries.
- Knowledge and expertise in procuring parts for use in vacuum based scientific instrumentation.
- A basic understanding of the principles of vacuum engineering.
- Experience gained using Lean manufacturing & supply chain techniques (e.g. Kaizen, Kan-ban, 5S, etc.).

REQUIRED SKILLS

- Strong leadership skills and proven experience in staff development.
- 'Hands on' approach to all tasks.
- Ability to take a proactive approach to overcome challenges and achieve results.
- A good attention to detail.
- Versatile, tenacious with a non-confrontational manner.
- Proven appreciation of customer service expectations.
- A good commercial and financial acumen.
- High competency level in use of Microsoft Office (Excel, PowerPoint, Word, as a minimum).
- Excellent written and oral communication skills in English.
- Excellent planning and organising skills.
- Strong time management and prioritisation capabilities.
- Must have the personality to be able to fit into a small team.
- Essential that individual is highly motivated and able to work unsupervised.
- Must be flexible and prepared to carry out other reasonable requests.

REPORTS TO:

Operations Director

LINES OF COMMUNICATION TO:

Sales, Service, Operations, Engineering, Accounts & Suppliers.

ADDITIONAL NOTES

- Must be of smart appearance.
- Must have a full, clean UK driving licence.
- Must have a valid international passport.