



JOB DESCRIPTION

Job title: Buyer	Job reference: Buyer
Department: Supply Chain	Sub department: N/A
Reports to: Supply chain manager	Direct reports: N/A

INTRODUCTION

The aim of this job description is to increase understanding of what a job entails by describing its key elements.

It also provides clarity for the individual and the organisation on the key areas of job accountability and the Key Performance Indicators used to measure job performance.

Job Accountabilities and responsibilities change over time however and a job description is only a 'current' view of what is required by the business.

In order that the description remains a live and relevant document, it must therefore be reviewed as and when any changes occur and formally as part of the annual appraisal process.

1. Main duties and skills:

Responsibilities:

- responsible for raising purchase orders (for raw material, subcontracted processes, of the shelf parts, services) on time and on cost, in line with the purchasing/sourcing strategy
- support the supply chain manager with preparation of contract negotiations
- collect, prepare and provide data for cost analysis, supplier/subcontracting development, supplier/subcontracting monitoring and onboarding
- support bidding activities by sending out and coordinating request for quotes

Requirements/skills:

- previous experience (min. 2 years) in a similar role in a manufacturing environment
- good understanding of supply chain management and MRP/ERP systems/processes
- experience in a sheet metal environment and basic knowledge of fabrication and manufacturing techniques is a plus.
- excellent computer skills and good knowledge of Microsoft Office
- excellent analytical skills and eye for detail
- excellent communication skills
- self-motivating and result driven
- ability to work as part of a cross functional team in partnership with people in all departments

2. Any other relevant comments

n/a

3. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable adjustments may be made to enable individuals with disabilities to perform the essential functions. Details below are not subject or limited to: -

While performing the duties of this job the employee will generally be in an office/shop floor environment without exposure to anything other than normal office/shop floor conditions. The employee may, occasionally be exposed to humid conditions; and heat; when required to visit the aforementioned areas within the Company. The noise level in the environment is variable.

4. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable adjustments may be made to enable individuals with disabilities to perform the essential functions. Details below are not subject or limited to: -

While performing the duties of this job the employee is regularly required to use hands to finger, handle or feel. The employee is frequently required to stand; walk; reach with hands and arms; and talk or hear. The employee will be required to climb stairs.

Date	Reviewed by	Signature
29/4/2022	S. Berckmans Head of Operations	