



## **VACANCY BUYER**

A vacancy has arisen within our Purchasing Department for a Buyer. The successful candidate will be required to manage Purchasing processes to ensure the best value supplier performance is delivered consistently to KPM UK, project manage long and short term improvement projects within the supply chain as well as providing a focus for all supplier related issues at KPM UK.

### **Key Responsibilities:**

- Analyse MRP outputs and convert into fortnightly supplier schedules.
- Daily liaison with suppliers/other Departments
- Progress Engineering changes/projects involving supplied parts
- Manipulation of ordering/SAP processes
- Invoice query reconciliation.
- Negotiation of costs/prices and Service Level Agreements
- Management of RFQ process
- Lead cost down activities/projects
- Regular feedback to KPM Production/Planning Depts ref. Supplied parts
- Raising of Production purchase orders
- Escalation to Management of threats to continuity of supply.
- Collation/Communication of monthly Supplier Performance KPIs
- Involvement in future Purchasing projects both in Europe and Asia

### **Accountable for:**

- Supplied part ordering and scheduling
- Supplied part project delivery to plan
- Supplier Performance Improvement for his / her supplier categories
- Day to day Supplier commercial liaison

### **Personal requirements:**

- Min. 5 years in a Purchasing/Procurement role within an Engineering environment
- Experience of SAP or similar
- CIPS qualified or similar
- Experience of working in Europe and Asia
- Capable of regular travel to UK and European supplier base

If you require a copy of the roles and responsibilities for this position, please contact a member of the HR Team.

Please apply in writing enclosing an up to date CV to the HR Department by 13:30 on Friday 14 October 2017.

**Human Resources & Training Department**  
**October 2017**