



Job description form

Position Profile

General information	
Job Title	Buyer
Company	We are a dedicated team defined by our drive for customer focus, taking the time to understand market requirements and deliver on them, whether that's developing and manufacturing innovative products or supporting our customers and distributors across the world. Gill has a long history of thinking creatively and utilising technology to develop innovative products that solve demanding market challenges. Quality and consistency are paramount in that process, built in at all stages from product design, manufacturing and through to customer support. Our products are inherently robust, requiring minimum maintenance and can be found across the world in some of the most arduous environments. The combination of our business processes and our people is integral to achieving the high quality that Gill is known for.
Department	Procurement

Position summary

Working within the Purchasing Department, assisting the Senior Buyers to provide support to Gill production and new product enquiries. Undertaking purchasing activities and dealing with Suppliers. To maintain the timely flow of materials to meet requirements of the organisations production schedules.

Main duties

- Raising purchase order for end-to-end manufacturing and processing company wide requisitions using our ERP System (SYSPRO).
- Ensure order acknowledgements are received, scrutinised for inaccuracies and meet the delivery requirements.
- Maintaining procurement data on ERP through regular Lead-time updates, accurate MOQ/MPQ order points and meticulous open order book alignment. Work with target driven metrics to ensure data perfection, for credible decision making & business insights.
- Build and maintain strong relationships with suppliers as you optimise supply chain efficiency across both direct and indirect product portfolios, managing supplier performance, risk mitigation and timely delivery.
- Lead negotiations to secure the best price point, drive year on year saving, while maintaining quality, pursuing favourable terms and demanding a first-class service.
- Develop and execute global purchasing strategies for raw materials and indirect procurement. Undertake monthly Inventory profiling reviews to ensure material availability for build, whilst protecting against overstocking.
- Collaborate with internal stakeholders from Warehouse, Production, planning through to Engineering.
- Partake in daily a SQDIP walk that drives operational excellence by creating a daily visual management system to track and improve Safety, Quality, Delivery, Inventory & Productivity) walk
- Assist in the development of both internal KPI's and supplier driven performance evaluation. Continually strive to improve the product holding through monitoring of Good, Bad, Dead & Shortage inventory holdings.

Candidate requirements

- The ideal candidate will be looking for a role where they can contribute to a growing business. An opportunity to learn new skills & develop their business unit to optimise inventory & control costs.
- Professional qualification in procurement and supply (equivalent) or, a minimum of 2 years procurement experience, direct and/or indirect purchasing
- Ideal candidate will have purchasing experience in an electronics design and manufacturing environment
- Ability to read and understand basic 2D technical drawings an advantage
- Excellent analytical and problem-solving abilities with a focus on continuous improvement.
- Experience of working with product development teams to ensure good component selection and supply risk mitigation decisions are made.
- Experience of building and maintaining effective and productive relationships with key internal stakeholders and suppliers.
- Experienced in the use and exploitation of MRP/ERP systems to support a growing business – Specific experience of Syspro® ERP would be an advantage.
- Proven ability to meet operational and commercial targets.

Person specification

- Strong negotiation, analytical, and problem-solving skills and an attention to detail.
- Good verbal and written communication skills, who proactively contributes to the team.
- Results orientated with the ability to plan and deliver against deadlines.
- Optimistic, open to change and welcomes a challenge.
- Resilient, self-motivated, organised and able to work well under pressure.
- Ability to prioritise and adapt to changing demand
- Comfortable with gathering information and decision making to secure the correct inventory
- Good working knowledge of Office 365 (Strong Excel skills essential)

Reporting structure

Buyer – Head of Supply Chain

A position profile does not imply that the duties stated are the only ones to be performed by the incumbent. Employees will be required to follow any other reasonable job-related instruction as requested by their manager or a company director.