



Job description form

Position Profile

General information	
Job Title	Senior 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

The Senior Buyer will report to the Group Procurement Manager and be responsible for the sourcing, negotiating and buying of a range of goods, materials and services to meet the group's requirements. They will need to work with the technical teams for component selection, the manufacturing team to ensure component availability and quality, and the commercial team to agree cost and commercial targets. They must be capable of working efficiently to meet tight deadlines whilst maintaining a high standard of deliverable, maintaining up to date records, following processes, produce and provide accurate reporting for the Group Procurement Manager.

The Senior Buyer will actively develop and implement process and procedure changes to align procurement within the group using the enhancement of software packages. This to be done in conjunction with colleagues from all other departments within the group.

Main duties

- Purchase goods, materials, components, or services in line with specified delivery, quality and cost targets
- Ensure continuous supply of required goods and materials and communicate any supply problems which may pose a risk or impact on business operations, including pro-active expediting and risk mitigation.
- Ensure compliance to company guidelines, purchasing policies and procedures, and industry best practice.
- Assess and evaluate tenders, quotations, and supplier capabilities, negotiate contracts and terms of business.
- Build, maintain and manage supplier relationships, undertake performance reviews, and ensure contract compliance.
- Produce and adhere to process improvement project plan focusing on the procurement activities within the group.
- Deliver briefs, updates, and reports as and when required.
- Comply with the company's Health, Safety and Environmental Policies.

Candidate requirements

- Professional qualification in procurement and supply/equivalent, or minimum of 3 years procurement ideally in a technical capacity.
- Proven purchasing experience in an electronics design and manufacturing environment.
- Ability to read and understand basic 2D technical drawings an advantage.
- 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.

Additional advantageous experience

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.
- Good understanding of Microsoft Excel and Word.

Reporting structure

Senior Buyer – Group Procurement Manager – 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.