



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 one Senior Buyer 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

- To procure best value materials at a cost consistent with the quality and service required.
- To develop and maintain good buyer-seller relationships.
- Issuing enquiries and obtaining quotations, development of reliable and alternative sources of supply.
- Raising of stock purchase orders against MRP or manager's requirements.
- Raising of non-stock orders against approved purchase requisitions.
- Placing of Kan-Ban orders.
- Ensuring that order acknowledgements are received and meet the delivery requirements.
- Progress chasing and order changes based on requirement changes.
- Maintaining procurement data on business ERP system (Syspro).
- Ensure adherence to supplier and company processes.

Candidate requirements

- Professional qualification in procurement and supply or equivalent.
- Proven purchasing experience in an electronics design and manufacturing environment.
- Ability to read and understand basic 2D technical drawings.
- 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.

Other details

- **Must be able to work in an office environment**
- **Hours will be Monday to Friday-37.5 hours a week**
- **Permanent role**
- **On the job training shall be given**

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 working knowledge of Office 365.

Reporting structure

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.