



THE WEST GROUP LIMITED

Design & Supply of Fluid Control Solutions & Components

Name:

Job Title: Operational Buyer

Job Role: Reporting to and taking day to day direction from The West Group Purchasing Manager. Working closely with all areas of the Operation, and the wider business to contribute to Purchasing KPIs, objectives and wider business goals. Responsible for the holistic management of assigned suppliers, commercially and operationally, always observing the rules of engagement surrounding strategic supplier politics.

Job Responsibilities:

- To act as an ambassador for the Company, promoting a positive image both internally and externally.
- Maintain an awareness of regulatory and ISO standards and associated QMS documentation.
- Maintain and update accreditation documents in line with Company QMS.
- Regularly review and update internal process documentation.
- Responsible for RFQ, sample requests and obtaining technical details from suppliers.
- Analysis of daily MRP report
- Close liaison with the Sales Team to ensure orders meet the agreed MOQ's and lead-times, to ensure all purchasing is done effectively and efficiently.
- Raising purchase orders within SAP
- Review supplier acknowledgments, update delivery dates and ensure zero pricing errors
- Identify and progress any overdue orders
- Close liaison with the Business Development, Customer Services and Production Teams to minimise the impact of late deliveries to Customers and Manufacturing
- Review set min/max stock levels to ensure correct stock holding
- Expediting orders with suppliers
- Negotiate "push outs" of delivery dates in line with Customer re-schedules
- Own, manage and build strong commercial relationships with supply partners.
- Manage the performance of assigned suppliers.
- Close liaison with the Quality Team reviewing non-conformances to full conclusion.
- Purchasing of miscellaneous products and services to support other areas of the business
- Part number maintenance price, lead time, alternatives MOQ / MOV to ensure the information is current, reliable, and available to other users.
- Whilst driving best cost options, ensure there is focus on optimum stock management for the Operation for assigned Suppliers, avoiding creating redundant stock and actively working to avoid uncommitted stocks.
- Be proactive and Identify new opportunities for improvement and actively participate in relevant Kaizen events.
- Assist in keeping a clean and tidy working environment in the interests of organisation and safety.



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Required Job Skills:

- Minimum of 2 years Purchasing experience
- Experience of Supplier liaison
- Excellent telephone manner
- Articulate
- Confident
- Positive
- Responsive
- Reliable
- Proactive
- Able to communicate at all levels within the business
- Well organised
- Excellent Time Management
- Proficient with Microsoft Word/Excel
- MRP experience, ideally with SAP
- Team Player

Team KPI's (Key Performance Indicators):

- Reviewed and updated annually.

You are required to adhere to the company standard terms and conditions of employment and to be aware of your duties as an employee of the company with regards to the quality management system, general standards, health and safety and confidentiality.