**Name:**

**Job Title:** Senior Operational Buyer

**Job Role:** Reporting to and taking day to day direction from The West Group Customer Services, Logistics and Purchasing Manager and working closely with the Product Specialist and Supplier Liaison to deliver Purchasing tasks. Responsible for Operational purchasing and the day to day coordination of the Operational Buyers. Responsible for leading supplier negotiations and relationship management, be aware of strategic supplier politics, company and departmental objectives, targets and measurements and assist in the delivery of those targets.

**Role Responsibilities:**

* To act as an ambassador for the company, promoting a positive image both internally and externally, demonstrating support of our strategic direction.
* Responsibility for the selection and management of operational suppliers.
* Responsibility for supplier performance and Risk Management, developing and supporting suitable KPI’s to manage these inclusive of supplier returns liaising with Quality Inspection on resolution requirements and keeping change control processes up to date with accurate reporting of supplier performance.
* Work with Supplier Liaison to maintain and improve supplier relationships, understand nuances and record/train others within the organisation on associated supplier politics.
* Responsibility for accuracy of buy and landed costs for each item inclusive of volume purchases at item level and ensuring accuracy is reflected in bills of materials.
* Purchasing to timely and cost-effective levels, growing, and maintaining good supplier relationships.
* Focus on optimum stock management for the Operation in addition to effective stock control, avoiding creating redundant stock and actively working to create processes to avoid redundant and uncommitted stocks.
* Provide guidance to the organisation on new operational supply sources and how they will affect/impact current supply.
* Ensure Purchasing support to all departments.
* Responsibility for accuracy of supplier lead times and MOQs and for communicating these to the business.
* Responsibility for accurate item set up and data inclusive of Commodity Code and COO.
* Responsibility for MRP profiling, forecasting, training, and management resulting in efficient purchasing.
* Participation in the new product selection and supplier risk management forums and within the QMS manage the introduction of new supplier and products.
* Negotiation and management of operational services and equipment e.g. carriers and franking machine.
* Strong and steadfast negotiation with suppliers on pricing and lead times ensuring that needs of the wider business are met.
* Responsibility for procurement and supplier management knowledge transfer and training of all applicable staff with a focus on the maintenance and use of system data.
* With Marketing optimise supplier provision of sample stocks and kits.
* Ensure supplier selection, change control, and returns processes support the needs of the organisation, supplier change control from notification through to implementation.
* Process returns to suppliers being aware of reasons for return and be pro-active in avoiding repeat problems.
* Work with the accounts department to ensure timely payment to supply and agencies.
* Consolidation and reduction of suppliers where necessary to provide a more streamlined and manageable supplier base
* Differentiation between strategic suppliers and between operational manufacturing suppliers (tooling, machinery, bar stock) from operational distribution/value added and suppliers.
* Supplier capacity analysis informing manufacturing and production of delays and bottlenecks.
* Drive continual improvement and development of the TWG supplier base.
* Assist in keeping a clean and tidy working environment in the interests of organisation and safety.

**Job Skills:**

* Strong Negotiation capabilities
* Leadership
* Commercial Acumen
* Able to form strong working relationships
* Articulate
* Solution based approach
* Training
* Knowledge of suppliers and products
* Personable, team worker, positive attitude, responsive
* Good communicator, articulate, telephone call handling skills
* Well organised, able to organise time and work, flexible
* CIPS Level 3 or equivalent experience
* SAP B1 experience

**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 regard to the quality management system, general standards, health and safety and confidentiality.