

JOB DESCRIPTION

Job Title: Buyer

Salary:	£market rate
Type:	Full-Time, Permanent
Department:	Central Functions
Location:	High Wycombe, Buckinghamshire
Report to:	Procurement Manager
Benefits:	Private Health Care

Description of the Role

The successful candidate will have a can do attitude and be a team player, be able to reprioritise as emergencies come up, will be proactive and organised.

The candidate will have good excel skills, comfortable with numeracy and be able to learn quickly in a fast pace environment

Provide support to the Procurement Manager with all the administrative tasks

To provide delivery updates/stock availability information to the sales and project management teams.

To communicate with the warehouse team, informing them when bulk orders are due for delivery in order to plan the capacity, and also the outbound of stock going to site.

Main Responsibilities

- 1) Place purchase orders according to the project managers requests and keep all tracking documents up to date with order date/PO ref/delivery location
- 2) Daily contact with key suppliers to chase for deliveries/request for quotation/lead time
- 3) Liaise with project managers/sales team/design team to track progress on projects and any variations/additions
- 4) Liaise with accounts regarding agreed supplier payment terms and to ensure accuracy in use of cost code
- 5) Maintain supplier relationships and support the procurement manager in chasing contract renewal/rebate CN on a quarterly/annual basis
- 6) Tender out sundry items to 5 or 6 suppliers to allocate all the category to 1 or 2 suppliers if possible, to be more cost efficient
- 7) Negotiate preferential terms with suppliers and ensure that procurement terms are matched to specific project requirements
- 8) Liaise with finance team to ensure invoices match PO's

Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
Achieved minimum 7 GCSEs grade C and above	Previous experience in a Technical or Engineering role
Basic Computer literacy in Word and Outlook Excel minimum Intermediate level	Experience on CRM
Experience in managing relationships – Supplier relationships must be constantly maintained, managed and reviewed to keep up with the short life expectancies of the technology and rapid growth of the industry	CIPS Level 3, Level 4 (or willingness to work towards Level 4 after 6 months)
Good organisational skills; able to take on tasks and prioritise. Calm under pressure.	Interest in the Audio Visual / Information Technology industry
Evidence of cost saving experience / achieving “best value”	
Good time-keeping skills and commitment	
Friendly and approachable nature, willing to learn	
Ability to work both independently and as part of a team	

To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk.