

Job Title: Junior Buyer
Department/Location: Purchasing / Exeter
Status: Permanent / Full Time
Reporting to: Manager, Parts Purchasing EME

Job Purpose:

Proactively manage all purchasing activity for the extensive and diverse product portfolio of this high SKU international wholesale distribution business. As a Junior Buyer you will be responsible for the management of 20+ vendors across the UK and Europe. The role will involve management of vendor relationships and working closely with the team of global Commodity Managers to deliver value for the business.

Key Responsibilities/Tasks:

- Responsible for the delivery of Purchasing cost reductions through effective sourcing and negotiation with suppliers.
- Work with individual commodity managers on global sourcing strategy. Identify and communicate supplier diversity opportunities for a given commodity.
- Develop supplier relationships in existing and new territories.
- Continuous search for new suppliers according to different commodity strategies.
- Day to day support to internal stakeholders (Sales, Customer Service, Supply Chain, Quality, Product and Marketing) by providing a high quality and efficient service.
- Manage, develop and improve the end to end Purchasing function to obtain maximum value (cost, quality and service) from your supplier base.
- Analyse vendor performance failures, identify causal factors and implement appropriate corrective actions.
- Engage and assist with ongoing parts re-sourcing and group co-sourcing programmes and initiatives.
- Continually assess and review the supply base capability to deliver price, quality and service excellence to the business and evaluate opportunities and risks.
- Regularly report to line management on work status, initiatives and ongoing projects.
- Any other reasonable duties as directed by your Manager or Group Purchasing Manager.

Mandatory Duties:

- Positively commit to and undertake any agreed training program
- Ensure use of Company equipment (e.g. vehicles) effectively and efficiently and within regulation
- Work with due regard to the health and safety of both yourself and others
- Commitment to equal opportunities

This job description is a guide to the minimum requirements of the job. It is not intended to restrict activities, which will contribute to the growth and profitability of Sparex Ltd. If there becomes a need to amend or add items please consult line manager or the Human Resource.

I agree that this is an accurate description of my job at Sparex. I understand that I am employed to carry out the specific duties listed in this job description.

Signatures

Name of Employee:

.....
Employee's Signature

.....
Date

Person Specification:

	Description	Essential (E) or Desirable (D)	How Identified*
Experience	Experience in a similar purchasing role	E	A/I
	Experience with a high volume manufacturing or trading company	D	A/I
Skills & Abilities	Excellent communication skills	E	A/I
	Good negotiation skills	D	A/I
	Good numeracy and IT skills	E	A/I
	Expertise in MS office applications	E	I
	Excellent Excel skills (v-look up level)	E	I
	Ability to plan and prioritise effectively	E	I
	European language: French or German	D	A/I
Qualifications	Educated to degree level	D	A
	MCIPS or working towards	D	A
Personal Qualities	Flexible	E	A/I
	Resilient	E	A/I
	Attentive to detail	E	A/I
	Decisive	E	A/I
	Team player	E	A/I

***Key:** **A = Application Form**
 I = Interview