**SELWOOD LTD**

**POSITION DESCRIPTION:**

**Strategic Buyer**

**Pump Sales & Manufacturing**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** Achieve optimum value on the total cost of ownership through effective sourcing strategies, supplier evaluation and selection, performance monitoring and supplier relationship management.

Contribute to the development and implementation of Supply Chain strategies, with a particular focus on Logistics. Support and mentor junior members of the Purchasing and Supply Chain function.

Delegate for Purchasing and Supply Chain Manager.

**RESPONSIBLE TO:** Purchasing and Supply Chain Manager

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| **REGULAR CONTACTS** | **External** | Suppliers – new, existing, and National accounts |
|  | **Internal** | Group Managing Director  Commercial Finance Director  Sales Team  Engineering Team  Production Team  Quality Team  All Departmental Managers  Operational Managers |

**MAIN RESPONSIBILITIES:**

* Develop and analyse Category Strategies and produce Category Reviews to achieve departmental & business objectives as detailed by the Management team, with a particular focus on logistics and transport of goods and services both into and out of the business.
* Define an effective strategy and planned schedule for the Operational Buyers, to ensure that parts are available when needed, without putting the business at risk of holding excessive stock quantities.
* Take ownership for delivering to production plan for all stock items, addressing any concerns in advance with the Operational Buyers and raising with suppliers as needed.
* Negotiate with suppliers to secure competitive prices while maintaining quality standards. In addition to negotiating contracts, ensure compliance with legal requirements and company policies (e.g. modern slavery and anti-corruption).
* Work with the Operational Buyers to maintain the supply base for goods & services to the Company within assigned categories of spend.
  + Support development of improvement plans for any underperforming suppliers.
  + Act as the escalation point for Operational Buyers to raise concerns to, to be available to share knowledge and mentor/coach the development of the Operational Buyers.
* Review existing processes and procedures, use previous knowledge and expertise to develop/improve in collaboration with the rest of the Supply Chain team.
* Day to day management to ensure critical processes run effectively and achieve organisational goals and performance KPIs.
* Landed costs reviewed and updated monthly to ensure costs are captured correctly.
* Manage the relationships with suppliers to achieve best prices and value for goods and services purchased by the Company, including on-site audits of existing/new/potential suppliers.
* Work with internal & external stakeholders to resolve quality & commercial issues in a prompt & effective manner.
  + In particular, work closely with the internal warehousing/stores and sales teams.
* Introduce best practice and processes as required, and the associated training and upskilling of team members.

**Supplier Relationship Management**

* Vendor selection, assessment and on-going appraisal using the authorised supplier audit framework & supply chain policies.
* Cultivating supplier partnerships, both existing and new – this entails continuous contact with suppliers through appropriate communication mediums and site visits.

**Inventory Management & Logistics**

* Management and control of logistics and transfer of goods and services both into and out of the business, to ensure cost effective methods and processes are in place and being followed.
* Develop logistics strategies to ensure the requirements of internal customers and overall business objectives are met.
* Ensure that engineering change control sourcing decisions are made in a timely manner.

**General**

* Promote value for money & effectiveness through the removal of waste systems & process, driving excellence in all that we do through continuous improvement.
* Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies, and procedures.
* Attend meetings or provide services outside of the usual working hours where reasonably requested to do so.
* Have an overall understanding of the risks and implications associated with the requirements of the role and take appropriate action to mitigate any potential consequences.
* First point of delegation and support for the Purchasing and Supply Chain Manager as required.
* First point of escalation and support for Operational Buyers as required.

The main responsibilities are outlined above. This is not a definitive list and other tasks / activities may be necessary, as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

**Essential:**

* Demonstrable strategic procurement expertise within a manufacturing (of an engineered product) or distribution environment.
* CIPS Level 4, or equivalent Supply Chain Qualification, or working toward.
* Educated to A Level standard or equivalent.
* Results driven, with the ability to engage and motivate team members, peers and relevant stakeholders, to work collaboratively across various platforms, including MS Teams, to achieve business objectives.
* Able to communicate confidently with outside suppliers and stakeholders at all levels.
* An ability to professionally work with others, using persuasion and influencing skills where needed to ensure all work is completed on time, every time, including negotiation with stores, production, engineering, quality, sales and external contacts as required.
* Demonstrable ability to negotiate with suppliers to achieve optimum contract terms, value for money and quality.
* Ability to use own knowledge of products to define potential alternative suppliers.
* Demonstrable experience of solving problems quickly and effectively, either by collaboration with the wider team, or based on own knowledge and experience.
* Work effectively under pressure, in a high-volume environment, to be able to prioritise workload to ensure all daily tasks are completed.
* Intermediate level MS Office skills, with the ability to analyse data on Microsoft packages such as Excel / Word / PowerPoint.
* Valid UK driving licence.

**Preferred:**

* Educated to Degree–Level standard or beyond.
* Experience within the Automotive or Aerospace industries is preferred, but not essential.