JOB & PERSON SPECIFICATION

Name		**Job Title**	Buyer
Function Management	Operations Director	**Line Management**	Procurement & Materials Lead
Department	Procurement & Materials		
People Management	N/A		

Role Summary

Manage all aspects of buying with regards to acquisition cost, delivery and continuous improvement

Work Environment

Office based, Sitting, Computer use, Travel

Responsibilities

- Participate in vendor assessments, bid reviews and contract award formalities
- Prepare bid summaries and procurement status reports
- Review monthly progress reports from vendors/suppliers and report on cost and schedule deviations
- Supplier selection and management
- Provide training and guidance to other purchasing personnel as required
- Effective communication with suppliers to achieve required service and meet project need
- Effective communication with engineers to assist and/or guide them in the preparation of material requisitions
- Direct negotiations in the commitment of purchases, front cost negotiations, competitive bidding, market and vendor knowledge
- Provide backup support to the Materials & Procurement Lead, if appropriate
- Accurately analyse and evaluate quotes from vendors
- Monitor supplier inspection invitations
- Manage and coordinate supplier close-out meetings
- Meetings with vendors and suppliers
- Prepare weekly and ad hoc reports as required
- Participate in on call rotation as scheduled, if appropriate
- Ensure preventative measures and root cause analysis in place with vendors to increase vendor quality
- Assist supply chain management as required
- Plan and control deliveries, including returns
- Ensure compliance with applicable Industry Codes and Standards, HSE Alerts, Statutory Instruments, Client Specifications and Legislative Requirements and establishing order of precedence on a project-by-project basis
- Verify correct taxation terms and conditions are in place, where appropriate
- Arrange all aspects of freight forwarding
- Prepare all relevant documents to gain client expenditure approval for procured items (e.g. extra service work orders for BP Caspian, etc.)
- Update and gain necessary approvals of customs clearance / exemption certificates, where appropriate
- Demonstration of safe approach in working practises
- Encouragement of attention to safety
- Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner
- Adherence to the Company Integrated Management System
- Compliance with quality assurance, health and safety and environmental policies
- Raise issues of quality, health, safety and environmental and input to continuous quality improvement element.
- Demonstrate PD&MS QHSE principles

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- Ensure unsafe activities are challenged
- Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties
- Demonstrate PD&MS values

Authorities

- N/A

Skills & Attributes

- Team working
- Customer and quality focused
- Professional conduct
- Ability to use own initiative
- Good organisational skills
- Commercial awareness
- Responsive to business and client needs
- Safety aware
- Good negotiating skills
- Good communication skills
- Good interpersonal skills
- Experience of the strategic control of suppliers
- Proficiency and experience in the formulation and administration of purchase orders
- Good planning and organising skills
- Ability to encourage, assist, develop trust, train and support others within the department
- Good attention to detail

Competency Standards	M / P	Y / N / CE	Details
CIPS Level 3 or equivalent	M		
Demonstrable experience in similar role	M		
Minimum of 3 standard grades at grade 3 or higher or equivalent	M		
Competent in the use of MS Office applications	M		
Excellent written and spoken English	M		

M – Mandatory	P – Preferred	CE – Competency Evaluation