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| **JOB DETAILS** |
| **Job Title:** | Buyer |
| **Department:** | BRUSH Transformers |
| **Location:** | Loughborough |
| **Report To:** | Procurement Manager |
| **Date:** | 08.25 |
| **JOB SUMMARY** |
| The Buyer will manage BRUSH's supply chain partners. This will include building and maintaining competitive, long-term partnerships whilst securing optimal cost, quality, and delivery times. The postholder will predominately work with BRUSH’s European supply chain partners. This role requires a very proactive person, with great attention to detail and a flexible mindset  |
| **KEY RESPONSIBILITIES** |
| * Develop and maintain the approved supplier list.
* Supply chain partner management.
* Manage the external and internal communication with vendors.
* Responsible for vendor evaluation, selection, qualifications, and the associated onboarding processes.
* Purchases of raw materials, components, and other goods required.
* Lead terms & conditions, price, and delivery time negotiation.
* Lead vendor quality audits.
* Order placement and management following given master build schedules (Co.Bo.T and BRUSH).
* Monitoring and reporting of vendor performance.
* Progressing and expediting deliveries from vendors.
* Participate in project progress/status review meetings.
* Monitor and drive defined Supply Chain KPIs (QCD).
* Actively drive the adaptation and implementation of BRUSH’s supply chain processes and procedures.
* Establish strategic & working relationships with both internal and external key suppliers & stakeholders.
* Build transactional and strategic supply chain partnerships (including frame agreements).
* Detail supply chain planning and coordination across multiple stakeholder groups.
* Attend project management meetings (externally and internally).
* Participate in progress/status review meetings.
* Participate in training as may be required for enablement, skill improvement, or because of the introduction of new systems, equipment, policies, etc. as determined by the business.
* The job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably be required of you by the business.
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| **KEY PERFORMANCE INDICATORS** |
| Supply chain KPIs. Timeliness and accuracy of supply chain processes.Quality of strategic and tactical supply chain partnerships.Breadth and depth of the supply chain.  |
| **COMMUNICATION & WORKING RELATIONSHIPS** |
| **Internal** | **External** |
| BRUSH’s supply chain team Co.Bo.T and BRUSH’s management team  | SuppliersCustomersManufacturers Logistic providers  |
| **PERSON SPECIFICATION** |
| * Organized
* Punctual
* Highly flexible
* Eye for detail
* Able to work upon direction or autonomously
* Advanced written and verbal communication skills (Italian and English)
* Advanced negotiation skills
* Basic technical understanding
* Advanced financial understanding
* Readily accepts responsibility and ownership
* An attitude drive and determination to make a difference
* A problem solver with a methodical approach
* Full driving license
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| **PREPARED BY** |
| Title: Purchasing Manager |  |
| Name: |  |
| Date: |  |
| **APPROVED BY** |
| Title: |  |
| Name: |  |
| Date: |  |