



BUYER - RAW MATERIALS, SERVICES & CAP-EX

JOB DESCRIPTION

**DEPARTMENT:**

Procurement

**REPORTS TO:**Head of
Procurement**DATE OF LAST
UPDATE:**

June 2024

ROLE PURPOSE:

As a Buyer of Raw Materials for our medical devices, your role is crucial in sourcing high-quality materials that meet stringent standards, ensuring our products are safe and effective. Your dedication will directly impact the reliability of life-saving devices, enhancing patient care and outcomes. By building strong supplier relationships and maintaining rigorous quality control, you will help us create innovative medical solutions that improve and save lives.

KEY RESPONSIBILITIES:

You will own the buying process for your category of products and services, ultimately responsible for the entire procurement process.

- Management of all aspects of procurement and supplier selection within the allocated categories to support delivery of the sales plans.
- Establish and maintain a supplier performance monitoring and measurement system in conjunction with existing systems, working closely with the finance and costing teams in terms of price changes.
- Responsible for Procurement of services and CAP-EX requirements.
- To negotiate pricing with suppliers and put in place long term agreements or other appropriate contractual terms.
- Managing market observations, tenders, sourcing and defining clear category strategies from a global supply-base.
- Ensure all suppliers adhere to complex quality and regulatory requirements.
- Maintain accurate Procurement master data files.
- Interface with Sales, Manufacturing, Planning, Regulatory and Quality functions to ensure that the Procurement process runs smoothly.

General Responsibilities

- Ensure relevant departmental procedures (SOPs) are well-understood and worked to.
- Undertake targeted tenders to increase market knowledge and improve successful procurement outcomes.
- Explore opportunities to reduce Procurement costs and improve contractual terms through supplier negotiations and sourcing opportunities.
- Ensure full compliance with supplier/customer agreements and provide full adherence to the regulatory requirements on all products.
- Ensure supplier selection and onboarding meets Regulatory, Quality and Commercial requirements.
- Support the Head of Procurement with the creation of sourcing strategies that meet the needs of the business.
- Liaise with Planning/Production to ensure adequate supply of products to meet production requirements.
- Ensure all administration work is carried out on a daily basis and that filing and electronic archiving is up to date.
- Ensure all purchase orders are placed in accordance with the purchase order system and re-order levels; and confirm suppliers have received purchase orders within 48 hours of order placement.
- Maintain stock and supplier pricing records.
- Liaise with Warehouse/Quality to ensure the correct standard and timing of incoming goods.
- Review and report overdue purchase orders and liaise with suppliers to expedite orders.
- Ensure latest due date information is maintained in the Executive system (V12).

RELATIONSHIPS:

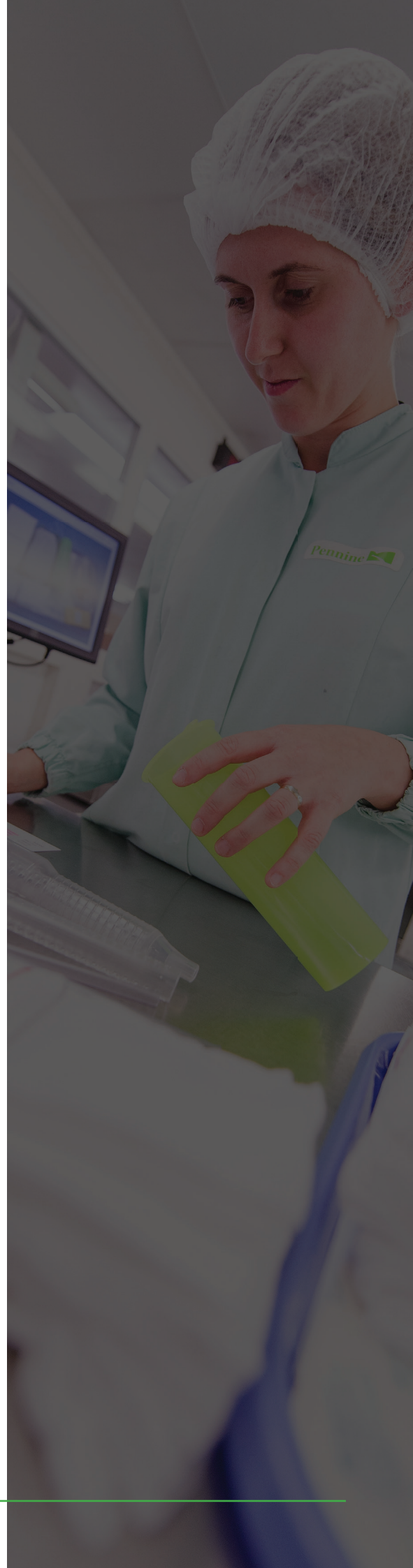
WHO (Role)	RELATIONSHIP (liaison, reporting line, manages)
Other Procurement Department Team Members	Liaison
Domestic and International suppliers	Liaison
Operations – Planning, Production, Quality Control and Regulation departments	Liaison
Internal Sales & Customer Service departments	Liaison

LEADERSHIP/SUPERVISORY RESPONSIBILITIES:

- N/A

OTHER REQUIREMENTS:

- A small amount of travel might be required from time to time, this would mainly be in the UK, but could feature 1 – 2 international trips per year.
- Any other reasonable request made by the Head of Procurement or a member of the Senior Leadership Team.



PERSON PROFILE: Experience, Qualifications and Role Specific Skills

Education / Qualifications:



Essential:

- Higher educational qualification e.g. Degree/HNC/HND (or equivalent)
- CIPS qualification (or equivalent) or working towards



Preferable:

- A Bachelor's degree in Procurement/ Purchasing

Work Experience:



Essential:

- Experience in buying/Procurement, merchandise, supply chain role ideally in a highly regulated environment.
- A good understanding of contractual terms and experience of negotiating contracts.
- Experience working with SAP or a comparable ERP system is required
- Ability to work cross-functionally and collaborate with engineering, manufacturing, planning, and regulatory/quality teams to ensure timely throughput and proper prioritisation of materials
- Strong Microsoft Office experience and skills



Preferable:

- Previous experience in a medical device or manufacturing environment is preferred
- Experience of using MRP systems
- ISO 13485 regulatory field knowledge would be advantageous

Professional Skills:



Essential:

- Strong verbal and written communication skills
- negotiation and procurement skills
- Attention to detail and problem-solving skills
- Good interpersonal skills
- Ability to handle difficult situations and work calmly under pressure
- Professional telephone manner
- Strong relationship builder
- Excellent organisational skills



Preferable:

- Exceptional communication skills
- Excellent time management skills
- Good attention to detail
- Cultural awareness