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	Department: HUMAN RESOURCES	Issue Date : 27/10/2015

JOB DESCRIPTION

Job Title:	Senior Buyer
Reporting To:	Head of Purchasing

PURPOSE OF JOB

Summary of role:
 Through close liaison with the Commercial Team to facilitate efficient and cost effective acquisition of and control of materials, good and services within given parameters in line with Company policy and procedures.

TECHNICAL KNOWLEDGE/QUALIFICATIONS

- Good level of education to GSCE or equivalent.
- Electronics manufacturing industry experience within a purchasing role.
- Knowledge of electronic components.
- Self-motivation with a high level of attention to detail. Excellent communication skills and assertiveness skills.
- High level of computer literacy.

PRIMARY ROLES & RESPONSIBILITIES

- Ensure the most cost effective and efficient mode of purchase for production materials, goods and services in conjunction with established inventory management criteria and CIL manufacturing planning schedule.
- Support the Head of Purchasing in determination, development and implementation of ongoing purchasing and supply strategy. A key part of this function is to develop supplier relationships in conjunction with the materials process.
- Responsible for expediting and scheduling of purchase orders in line with customer criteria and deadlines.
- To provide quotations in line with customer criteria and deadlines. Responsible for entering the bill of material onto the MRP system in an accurate, efficient and timely manner.
- Control commercial exposure and expenditure in line with CIL's published Authority Level Matrix.
- Work closely with all other departments to ensure cohesion and synergy between teams to achieve quality product to the customer on time.

OTHER RESPONSIBILITIES

- Adhere to the Health and Safety requirements and regulations
- Adhere to the Company IT and Data policy
- Comply with the statutory requirements and regulations and Company requirements
- Carry out any other reasonable request which is for the benefit of the business
- Assist in the training of team members ensuring best practice standards are maintained



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