

Job Title	Senior Buyer
Location	Bathgate, Scotland
Reports to	Head of Supply Chain and Procurement, Operations
Direct Reports	Buyer

Job Purpose

You will manage and be directly involved in all procurement, activities of all components necessary to support production or prototype builds. Responsibilities include: accomplishing the best possible pricing, lead time agreements, purchase order placement, resolution of quality issues, delivery and inventory levels. The goal is ensuring the correct material, quantity and quality, at the correct cost, at the correct time for the manufacture and deployment of our machines.

Responsibilities

1. Develop an understanding of the requirements of the business operating in the regions and lead in the deployment and execution of Global Supply Chain Strategy at a tactical level in line with company policy and procedures
2. Proactively eliminate materials liabilities by clearly understanding the ownership (supplier/customer), whilst developing and maintaining organised files and records for procured supplier material or services. Data retention will be aligned to ISO 9001:2015, 14001:2015, 45001:2018 guidelines
3. Develop, negotiate, manage and maintain new and existing supplier relationships and contracts, with a focus on managing performance, cost curve targets, service and continuous improvement; execute and maximize Invinity negotiated terms with suppliers to reduce materials liability
4. Serve as a liaison between Supply Chain, Supply Partners and Internal Stakeholders such as Engineering, Commercial sales, Technology Group, Operations and Finance. Provide leadership, support and direction in all Supply Chain issues arising on a day to day tactical level
5. Working closely with the Master Planner, develop and execute the company Sales and Operations Planning (S&OP) sizing requirements, inclusive of end to end materials and high-level logistics requirements participating in decision making of MPS
6. Ensure materials availability to support production per the Master Production Schedule through MRP execution, on-time delivery, and coordination of materials movement through receiving to production
7. Working closely with the Procurement Specialist, improve existing processes and sanitize any new planned toolset deployments, optimising the order management process and ensuring that it is synced with the Financial team
8. Manage and report on supplier overall performance, serving as a point of ownership to address and resolve recurring or critical issues by utilizing corrective action tools and additional resources
9. Adopt and maintain an overriding culture of safety and environmental sustainability across Supply Chain activities
10. Help coach and mentor, and provide operational support for Buyer(s)
11. May be required to perform other duties and responsibilities as required

Requirements

- This opportunity would ideally suit an experienced Senior Buyer aspiring to grow into a Head of Supply Chain and Procurement in the next 5 years. You will be a self-starter, with a passion to succeed.
- Excellent communication/influencing skills tailored to the audience at hand and ability to translate strategic business vision into tangible delivery of necessary S&OP sizing, logistics and supply chain capability both domestically and worldwide.
- A Strong understanding of complimentary supply chain disciplines (Design Engineering, Planning, Procurement, Manufacturing, Manufacturing Engineering, Supplier Quality Assurance, Logistic/Delivery), with the ability to read and interpret documents, blueprints, drawings, designs, as well as policies and procedures.
- Strong financial and analytical skills are essential, with a high level of proficiency in use of Microsoft Office products (Excel, Word and PowerPoint).
- Experience of low volume, high complexity manufacturing, with a strong understanding/ experience of lean practices would be advantageous.