



Role Description

Subtitle:	Senior Purchaser
Version:	220412
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Owner:	Operations Manager
Keep informed:	Purchaser

1. Overview

Reporting to the Operations Manager, the Senior Purchaser is responsible for sourcing, negotiating and buying goods, materials and services to meet operational requirements, taking into consideration, price, quality, delivery and continuity of supply. In addition, the Senior Purchaser ensures the successful management of new and existing suppliers, as well as analysing current procedures to create the most effective and cost-efficient methods for day to day operations.

2. Duties and responsibilities

2.1. Purchasing and Stock Management

- Responsible for sourcing and purchasing high value, complex electronic materials and components in a cost effective manner.
- Work with Production and Commercial to understand their medium- and long-term requirements.
- Use the Medium Long-Term Planning (MLTP) forecast of upcoming requirements to ensure that components are available to fulfil requirements.
- Closely monitor stock levels to ensure the needs of the operations department are met without over purchasing stock.
- Expedite purchase orders in time for goods to be delivered to in alignment with production requirements.
- Work alongside R&D to ascertain and select components to optimise performance, providing professional advice and supporting communication with suppliers.
- Work with R&D to resolve component and supplier issues and mitigate the effects of component obsolescence.
- Look for and identify opportunities for cost reductions on stock.
- Balance stock holding with target total stock value and committed purchases.
- Keep lead times updated in line with actual lead times provided from suppliers.
- Understand how costings affect the business and ensure that standard costings accurately reflect the actual costings.
- Ensure that goods received, and services purchased meet the relevant quality standards.

2.2. Supplier Management

- Build and maintain effective supplier relationships and support to develop these further by conducting supplier review visits.

- Hold review meetings with existing suppliers and lead the process of supplier performance management.
- Manage the negotiation process to agree terms (e.g., price, terms of business and lead times, arrangements to ensure performance and continuity of supply) with new and existing suppliers.
- Work effectively with suppliers to resolve supply chain issues, additionally monitor and assess commercial risk in relation to suppliers and sub-suppliers.
- Proactively expedite suppliers for updates on orders, looking at overdue orders plus those that are due in within the coming week.
- Work with suppliers to source and negotiate parts in line with specified cost, quality and delivery targets.
- Work with suppliers, identifying works that can be subcontracted in terms of assemblies and box builds.
- Use technical drawings to demonstrate changes in materials and components to suppliers.
- Work with suppliers to rectify damaged and defective goods.

2.3. General

- Provide professional purchasing support to departments across the business.
- Work with departments across the business to inform cost of products, margins and lead-times.
- Maintain and develop processes that ensure compliance with regulatory and company standards as well as best practice.
- Implement, and review current cost reduction activities, review opportunities to make business savings utilising negotiation.
- Identify opportunities for business and continuous improvement within purchasing processes.
- Maintain a general understanding of changes and advancements in the industry, monitor market trends and suppliers.
- Maintain records associated with purchasing; producing reports and metrics to inform decision making within the team and wider business where necessary.
- Ensure the ERP system is upto date, reflecting current trading conditions, including lead times and pricing.
- Represent the purchasing team in new product development initiatives.
- Other duties as agreed,

3. Revision History

Revision	Changes
220412	AB - role description created