

Job Title:	Buyer - Graduate
Location:	Aberdeen
Responsible To:	Purchasing Manager
Direct Reports:	None
Review Date & Rev No:	April 2022

Purpose of Job:	Procurement is one of the key areas within the Company. The role of the Buyer is to ensure that the procurement service meets the needs of Hydrasun and complies with Company policies and procedures and to purchase materials in an efficient, effective and professional manner.
Key Areas of Responsibility:	<p><b><u>Responsibilities</u></b></p> <p>Ensure all requisitions and pricing requests etc, are processed in a prompt and efficient manner, and within Company procedures</p> <p>Ensure that all materials and services are sourced, priced, purchased and supplied in accordance with Company Business Management System.</p> <p>Ensure that all orders placed meet the requirements, protect the interests of Hydrasun, are legally binding and cover all relevant terms and conditions</p> <p>Analyse and evaluate offers with regard to commercial and contractual issues and adequately address technical issues/evaluation to technical department</p> <p>Select appropriate suppliers for the materials to be purchased in line with Supplier Management Strategies</p> <p>Commit Purchase Orders in a timely and cost efficient manner, within limits of financial authority, against duly approved requisitions and with Hydrasun approved suppliers.</p> <p>Run and manage MRP report on a daily basis and place any resulting stock orders in a timely manner</p> <p>Take actions wherever necessary to identify and mitigate risks and ensure that suppliers fulfil the Contracts/Purchase Orders</p> <p>Ensure that order acknowledgements are in accordance with the Purchase Orders</p> <p>Constantly monitor all confirmed orders with suppliers ensuring on time delivery and supporting the Expeditor as and when required</p> <p>Act as conduit between suppliers and Hydrasun to advise internal customers of</p> <ul style="list-style-type: none"> <li>• changes to product,</li> <li>• changes to delivery or lead times</li> <li>• changes to prices</li> <li>• availability of new product ranges or alternative products</li> </ul> <p>Ensure that all invoice queries are processed, and changes approved, in a timely manner</p> <p>Ensure effective communications are maintained between CSAs, Suppliers, Goods In, Logistics and all other Operational groups</p> <p>Manage strategic suppliers in line with Hydrasun's Supplier Management programme</p> <p>Support the setting up and supervision of Supplier Agreements for whatever goods or services the Company requires. Manage the operation of these agreements ensuring they are conducted as specified in the agreement.</p> <p>Where identified as the action party close out all NCRs and CIFs in a timely manner</p> <p>Ensure all specific status reports are completed and issued in a timely manner.</p> <p>Take initiative and drive processes to achieve targets relating to TCO savings and cost avoidance by means of negotiation, leveraging spending volume, competitive bidding,</p>

	<p>developing sourcing alternatives and utilisation of surplus materials</p> <p>Support business improvement / cost reduction initiatives</p> <p>Assist with other departmental tasks as directed by Functional Manager</p> <p><b><u>Administration</u></b></p> <ul style="list-style-type: none"> <li>• To fully understand the Purchasing department's targets and objectives.</li> <li>• To provide any management reports and conduct any audits in a timely manner</li> <li>• To maintain any filing up to date.</li> </ul> <p><b><u>Continuous Improvement/Personal Development</u></b></p> <ul style="list-style-type: none"> <li>• To fully understand Company targets and objectives.</li> <li>• To understand, agree and achieve personal objectives set by the Purchasing Manager.</li> <li>• To adhere to all HSE Management System and QMS procedures</li> <li>• To adhere to all Human Resource Management System procedures and take an active part in the Performance Management Process and the Competence and Training Programme.</li> <li>• To participate in any duty rota which may apply</li> <li>• To be a proactive team member and positively promote communication and information sharing</li> </ul>	
Interfaces:	Internal:	Customer Service, External Sales, Stores, Stock Control, QA, IT, Accounts, HR, Safety and Workshop departments
	External:	Suppliers, Auditors and Freight companies
Qualifications:	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Degree in Supply Chain, Business Management or similar course.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in Purchasing methods</li> </ul>
Experience Required:	Essential	Desirable
		<ul style="list-style-type: none"> <li>• Previous experience within a Procurement environment.</li> <li>• Knowledge of a variety of Purchasing methods and procedures.</li> <li>• Excellent negotiation skills.</li> <li>• Experience with Hydrasun products or a similar range of products.</li> </ul>
Skills/Training Competences:	Essential	Desirable
	<ul style="list-style-type: none"> <li>• The ability to communicate effectively with all levels of personnel both in writing and verbally.</li> <li>• Competent in the use of Microsoft Word and Excel.</li> <li>• Excellent attention to detail.</li> <li>• Ability to plan and organise workload Able to demonstrate a flexible, "can do" approach to their work.</li> <li>• Ability to use their initiative to drive forward projects and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Planning and scheduling skills.</li> <li>• Working knowledge and experience of ERP systems</li> </ul>

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to cooperate with all reasonable requests, if the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: \_\_\_\_\_  
Name in Capitals ( )

Date: \_\_\_\_\_

Signature of Manager: \_\_\_\_\_

Date: \_\_\_\_\_



Name in Capitals

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## JOB DESCRIPTION

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