



BRIGGS

Job Profile: Senior Category Buyer

Organisational Setup	
- Location:	Briggs of Burton plc (Regular international travel required as part of the role)
- Department:	Briggs of Burton – Engineering
- Reporting line:	Direct to Head of Procurement with functional link to Project Manager
Job Focus	
<ul style="list-style-type: none"> • Support Head of Procurement with business sourcing strategies • Contributing to a newly formed Procurement team focusing on category management ensuring value added delivery is achieved at a global level • Analysing global spend and identifying improvement opportunities 	
Main Tasks & Responsibilities	
<ul style="list-style-type: none"> • Reporting into Head of Procurement • Full end to end tender process supporting project management team and manufacturing for UK/US/Asia projects • Category management of specified portfolio tbc taking full responsibility of spend within nominated category • Identify prospective purchasing requirements within the business, source new suppliers, negotiate pricing with new and existing suppliers, negotiate payment and delivery terms • Guiding PM's towards approved suppliers • Conduct analysis of existing activity and identify improvement opportunities, and to implement improvement projects where appropriate • Negotiate contracts with the support of HOP, improve prices and terms of business with suppliers and review opportunities to make business savings utilising negotiation and procurement best practice tools and methods • Provide opportunities for cost savings, ensuring that quality and delivery is maintained • Use engineering/manufacturing knowledge to ensure that engineering drawings are tendered within the subcontract process and liaise with suppliers as required • Follow the progress of an order with suppliers and initiate remedial action to allow projects/activities to stay on track • Measure and control the reliability of suppliers concerning cost • Manage purchasing activity for engineering components • Negotiate contractual agreements and commercial terms • Liaise with Manufacturing and Engineering to ensure parts are sourced in line with technical specification • Act as go between suppliers/engineers • Develop supplier relationships - maximising value-added opportunities, quality of items, beneficial payment terms, and preferred suppliers • Monitor purchasing delays, taking action for impact on the business/customer • Work in partnership with internal QHS to develop supplier assurance programmes • Develop in-depth purchasing solutions in partnership with all business functions championing a culture of continuous improvement • Supporting the raising of POR's and POs • Ensuring supplier due diligence is carried out working with Quality to appropriately qualify suppliers • Provide input to any on-going continuous improvement initiatives across all engineering, automation and manufacturing departments including at group level with CETP 	
Desired Knowledge & Experience	
Education: <ul style="list-style-type: none"> • Degree qualified in related field • Language – English (any foreign language skills could be considered beneficial) 	

Professional Experience:

- Minimum 4-5years procurement experience
- Strong engineering background
- Proven experience in an Engineering Buyer role
- Ability to read manufacturing/engineering/electrical drawings would be an advantage
- Have been involved in a range of contract negotiations and benchmarked suppliers globally

Technical Skills:

- MS office also proficient in Excel is essential for analysing spend data
- Working knowledge of AutoCAD software packages would be a strong advantage, however not essential
- Previous experience with SAP would be an advantage

Required Competencies & Behaviour

- Result driven, confident, and dynamic personality
- Experience in problem solving techniques
- Self-motivated with ability to gel and proactively support existing and future teams
- Communicate problems / issues
- Strong focus on quality, completeness, consistency and accuracy engineering deliverables.
- Work to deadlines
- Attend training, as requested, to help fulfil your role
- UK and international travel, as requested, to help fulfil your role
- High level of integrity, open mindedness and flexibility Work as a team to increase efficiency and communication
- Attend, participate and as appropriate lead team meetings
- Excellent communication skills, sociability and social know-how
- Adhering to the Terms and Conditions of Employment and Company Rules
- Strong communication, analytical and influencing skills at all levels
- Professional, confident, and mature attitude

Remarks:

- Salary indication around £TBC pa + benefits
- International and local travel will be part of the role
- The job description is issued as a guideline, it is not exhaustive. As such, due to the evolving nature and changing demands of the business the job description may be subject to change. You may also, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the company.