


axiom

Job Role Definition for
Project Buyer

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Name:			
Job Title:			
Department/Section:	Reports to:		
	Date approved:		

<p>Main Purpose of Role</p> <p>Competitive quotations and effective purchasing strategies for 'project buys'.</p>
<p>Outcomes of Role</p> <ul style="list-style-type: none"> • Accurate and competitive material quotations. • Zero line stop due to material availability. • Achieve PPV target of 8%. • ECN – recharged to customer (Cost neutral) • Measurable reduction in raw inventory • Quotations completed in line with customer requirements. • Supplier rationalisation and consolidation. • Satisfied internal and external customers
<p>Reporting Structure</p> <p>Reporting to:</p>  <pre> graph LR MD[Managing Director] --> PM[Procurement Manager] PM --> PB[Project Buyer] </pre>

Job Scope

<p>Responsibilities</p> <ul style="list-style-type: none"> • Benchmark current as well as Identify and benchmark potential suppliers • Provide material costing at RFQ stage considering customer requirements • Liaise with NPI team on all new Products to ensure customer satisfaction • Develop supply chain solutions for new parts/Products • Assess and develop the supply chain and supply chain partnerships • Support purchasing team in monitoring Supplier Performance • Negotiation of best (cost effective) package at quotation & NPI stages • Limit liability on materials at quotation • Consider Vendor rationalisation at quotation • Create VA/VE opportunities • ECN & PCN management (obsolescence) • Inventory management • Contribute to planning solution (supply chain solution - external) • Ensure complete handover of Supply Chain information to the tactical Buyers • Participate in cross functional team activities • Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care. • Any other duties deemed necessary
<p>Authority Levels</p> <ul style="list-style-type: none"> • To be agreed with your Line Manager

Person Specification

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Skills (include professional or educational qualifications required)	
<ul style="list-style-type: none"> • CIPS qualification, or working towards it 	
Knowledge/Experience	

Competencies

Leading and Deciding

- Makes prompt, clear decisions which may involve tough choices or considered risks.
- Takes initiative, acts with confidence and works under own direction.

Supporting and Cooperating

- Listens, consults others and communicates proactively.
- Demonstrates integrity.
- Upholds ethics and values.

Interacting and Presenting

- Builds wide and effective networks of contacts inside and outside the organisation.
- Establishes good relationships with customers and staff.
- Gains clear agreement and commitment from others by persuading, convincing and negotiating.
- Expresses opinions, information and key points of an argument clearly.
- Projects credibility.

Analysing and Interpreting

- Writes in a well-structured and logical way
- Applies specialist and detailed technical expertise.
- Develops job knowledge and expertise through continual professional development.
- Demonstrates an understanding of different organisational departments and functions.
- Analyses numerical data, verbal data and all other sources of information.
- Makes rational judgements from the available information and analysis.
- Demonstrates an understanding of how one issue may be part of a much larger system
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Creating and Conceptualising

- Gathers comprehensive information to support decision making.
- Demonstrates a rapid understanding of newly presented information.
- Manages knowledge (collects, classifies, disseminates knowledge of use to the organisation)
- Seeks opportunities for organisational improvement.
- Works strategically to realize organizational goals.

Organising and Executing

- Manages time effectively.
- Monitors performance against deadlines and milestones.
- Focuses on customer needs and satisfaction.
- Consistently achieves project goals.
- Keeps to schedules.

Adapting and Coping

- Adapts to changing circumstances.
- Adapts interpersonal style to suit different people or situations.
- Deals with ambiguity, making positive use of the opportunities it presents.
- Works productively in a high pressure environment.
- Keeps emotions under control during difficult situations

Enterprising and Performing

- Accepts and tackles demanding goals with enthusiasm.
- Keeps up to date with competitor information and market trends.
- Identifies business opportunities for the organisation.
- Demonstrates financial awareness
- Controls costs and thinks in terms of profit, loss and added value.

HR Manager Name: _____

HR Manager Signature: _____

Date: _____

Job Holder Name: _____

Job Holder Signature: _____

Date: _____