

JOB TITLE: Buyer

ACCOUNTABLE TO: Procurement Manager

JOB DESCRIPTION – Key Purpose of Role:

Assist in the implementation of the Procurement strategy, taking direction to help manage the cost base by delivering opportunities that drive costs out through demand management, simplifying specifications and strengthening supplier relationships to reduce risk and improve performance. Takes guidance, and provides input, to manage the sourcing lifecycle ensuring the best value from all agreements in support of Box Technologies strategic vision.

Scope:

To support all areas of the business in the identification, evaluation and engagement of suppliers who will deliver best value for money as part of our supply chain in the delivery of the company business plan. Working closely with the management team to identify value adding opportunities in the procurement and delivery of products and services into the business. To play a participative role in the successful delivery of the business plan. Raising and checking purchase orders, be organised and ensure all administration in the department is up to date.

The individual must demonstrate high energy, can work well under pressure, is adaptive to change, supports others in the team and is an effective problem solver working in a fast paced, dynamic business.

VALUES:

To be guided in all actions by a commitment to Box Values acting with professionalism and integrity at all times

DUTIES / KEY TASKS:

1. Provide procurement knowledge and support to all parts of the business in the identification, evaluation and engagement of suppliers to support the delivery of the company business plan. Ensuring a smooth flow and process of new product and suppliers into the business.

Knowledge & Understanding

- Understands the company business plan and objectives.
- Excellent knowledge of purchase and supply chain methods.
- Good understanding of contract law.
- Excellent understanding of company Vendor Evaluation and approval procedures.
- Good knowledge of product range review and new product introduction process.
- Good knowledge of potential and existing supplier community
- Understands far east vendor relationships

Skills

- Extremely commercially aware.
- Excellent ability to prioritise tasks and manage own time.
- Can present clear and concise data both written and verbally
- Excellent negotiation skills.
- Strives for excellence in all that they do.
- Can be flexible and adaptable particularly when engaging in new technologies and industries.
- Can promote and implement initiatives with energy and commitment.

LEVEL OF AUTHORITY: Communicate to all relevant parties, both internal and external and implement company processes and procedures as documented in BT06 Contributing to (and leading where appropriate) negotiations to support the Procurement Manager in the delivery of targets and objectives.

2. Establish contractual agreements with identified vendors to set and maintain the highest performance standards in the supply chain. Reporting on performance SLA's and implementing continuous improvement initiatives where necessary.

<p><u>Knowledge & Understanding</u></p> <ul style="list-style-type: none"> ▪ Understands the company business plan and objectives. ▪ Excellent knowledge of purchase and supply chain methods. ▪ Good understanding of contract law. ▪ Excellent understanding of company approved supplier management process. ▪ Good understanding of performance measurement criteria as detailed in our corporate objectives. ▪ Thorough understanding of commercial drivers and KPI's throughout the company. ▪ Understands ITT and RFQ protocols and procedures 	<p><u>Skills</u></p> <ul style="list-style-type: none"> ▪ Extremely commercially aware. ▪ Excellent ability to prioritise tasks and manage own time. ▪ Can present clear and concise data both written and verbally ▪ Excellent negotiation skills. ▪ Extreme diligence in attention to detail. ▪ Is innovative in approach to data analysis and performance target measurement.
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LEVEL OF AUTHORITY: Communicate to all relevant parties, both internal and external and implement company processes and procedures as documented in BT06. Contributing to (and leading where appropriate) negotiations to support the Procurement Manager in the delivery of targets and objectives.

3. Identify and implement opportunities to source products and services by analysing quotations, negotiating prices and terms with both current and prospective suppliers to deliver optimum value and margin to the business.

<p><u>Knowledge & Understanding</u></p> <ul style="list-style-type: none"> ▪ Understands the company business plan and objectives. ▪ Excellent knowledge of purchase and supply chain methods. ▪ Good understanding of contract law. ▪ Excellent understanding of company Vendor Evaluation and approval procedures. ▪ Good knowledge of product range review and new product introduction process. ▪ Good knowledge of potential and existing supplier community 	<p><u>Skills</u></p> <ul style="list-style-type: none"> ▪ Communicates relevant and accurate information when asked. ▪ Extremely commercially aware. ▪ Excellent ability to prioritise tasks and manage own time. ▪ Can present clear and concise data both written and verbally ▪ Excellent negotiation skills. ▪ Strives for excellence in all that they do. ▪ Can be flexible and adaptable particularly when engaging in new technologies and industries. ▪ Can promote and implement initiatives with energy and commitment.
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LEVEL OF AUTHORITY: Authorise the purchase of goods or services up to a value of £25,000 in any single transaction. Escalating to line manager where appropriate.

4. Engage with all areas of the business to plan and schedule purchases to meet all commercial requirements in a timely manner and within financial and operational parameters.

<p><u>Knowledge & Understanding</u></p> <ul style="list-style-type: none"> ▪ Good understanding of organisation structure and responsibilities. ▪ Understands the company business plan and objectives. ▪ Excellent knowledge of purchase and supply chain methods. ▪ Good understanding of contract law. ▪ Excellent understanding of company Vendor Evaluation and approval procedures. ▪ Good knowledge of product range review and new product introduction process. ▪ Good knowledge of potential and existing supplier community 	<p><u>Skills</u></p> <ul style="list-style-type: none"> ▪ Can propose solutions clearly where relevant ▪ Extremely commercially aware. ▪ Excellent ability to prioritise tasks and manage own time. ▪ Can present clear and concise data both written and verbally ▪ Excellent negotiation skills. ▪ Strives for excellence in all that they do. ▪ Can be flexible and adaptable particularly when engaging in new technologies and industries. ▪ Can promote and implement initiatives with energy and commitment. ▪ Sound administrative skills
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LEVEL OF AUTHORITY: Authorise the purchase of goods or services up to a value of £25,000 in any single transaction. Escalating to line manager where appropriate.

5. Understand and apply the appropriate processes, policies and standards within the company management systems

<p><u>Knowledge & Understanding</u></p> <ul style="list-style-type: none"> ▪ Excellent understanding of the processes, policies and standards required to perform at a satisfactory standard ▪ Overall knowledge of the Management System ▪ Good working knowledge of Access Dimensions and CRM ▪ Aware of the company H&S Policies and procedures ▪ Understands the company HR Policies and procedures 	<p><u>Skills</u></p> <ul style="list-style-type: none"> ▪ Creates and follow work instructions Process Flow Diagrams ▪ Recognises areas for improvement (not necessarily specific to individual responsibilities) and feedback to manager ▪ Deals with complaints in a timely and effective manner ▪ Responds to non-conformance observations positively and implements the necessary corrective actions ▪ Maintains accurate and up to date records as required ▪ Adheres to H&S and HR policies and procedures, recognising individual responsibilities
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LEVEL OF AUTHORITY: Takes ownership for own actions. Seeks guidance and support from HR and Management as required

This Job Profile is not definitive and includes the necessity to carry tasks and duties fully as detailed in Box Technologies Management System and to carry any other duty that may be required in addition to those detailed that support the Company in delivery of its Business Plan

:EXPERIENCE

<p><u>Essential</u></p> <p>Educated to A level</p> <p>2 Years' experience in Supply Chain role.</p>	<p><u>Desirable</u></p> <p>Previous B2B experience in IT related industry.</p> <p>Broad knowledge of Retail related products with a good understanding of appropriate hardware and software</p> <p>Previous experience in OEM sourcing role.</p> <p>At least 2 years' experience in a finished goods buying role.</p>
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INDUCTION TRAINING			
Company/Systems Awareness		Function Awareness	Product Awareness
Training Requirement	Responsible Person	Subject	Duration
Management Induction Presentations:			
Orientation Presentation	Chairman	Company overview presentation	1 hour
Orientation Presentation	HR Director	Human Resources/ Management System	1 hour
Orientation Presentation	Operations Director	Operations Overview	1 hour
Orientation Presentation	Technical Director	Technical Overview	1 hour
Orientation Presentation	Marketing Director	Marketing Overview	1 Hour
Orientation Presentation	Financial Controller	Finance Overview	1 hour
Orientation Presentation	Service and Support Manager	Service and Support Overview	1 hour
Orientation Presentation	Purchasing Manager	Purchasing Overview	1 hour
Orientation Presentation	Projects Manager	Project Overview	1 hour
Further workplace coaching:			
Production	Operations Manager	Half day in production. Shadowing production, service & Repair, Kiosk and RMA operatives.	4 Hours
Warehouse	Operations Manager	Half day in warehouse. Shadowing warehouse operatives, and goods in area.	4 Hours
Sales	Sales Administration	Half day in sales department shadowing indirect sales and sales administration.	4 Hours
Company information	HR Administrator	SharePoint Orientation, HR Forms Fire Safety, Health and Safety regulations	2 Hours
Access Dimensions Training	TBA	2- 3 hours coaching on the Access Dimensions system	3 Hours
Super Office Training	TBA	2- 3 hours coaching on Super Office CRM	2 Hours