

JOB DESCRIPTION

Job Title: Buyer - Motorsport

Department: Purchasing

Reporting to: Senior Buyer / Chief Buyer

Direct Reports: 0

Job Purpose:

To source correct products at the right price in line with the timing required in line with the business plan and stock requirements.

Key Accountabilities

- Place purchase orders from requisitions releases and exception reports within the agreed time frame, negotiating/agreeing all contractual issues before order placement
- Negotiate all terms and conditions with suppliers ensuring best total acquisition costs
- Develop suppliers to continually improve service ie costs, quality, delivery and support
- Ensuring ISO9001 procedures are adhered to
- Maintain best working practices at all times in line with department systems and policy
- Provide support/information to senior buyer and purchasing manager
- Feedback delivery information to engineers/requisitions/salesmen and ensure best communication throughout the company
- Ensure flexibility and maintain support within the purchasing function by secondment to other operating groups if required
- Continually enhance the professional image of the purchasing function both internally and externally

PERSON SPECIFICATION

Education/Qualifications

- Good all round general education
- Excellent IT skills

Work Experience

- Previous experience in a similar role within an engineering or technology based company would be an advantage

Special Aptitudes

- Excellent time management skills in order to deal with changing priorities
- Excellent communication skills
- Attention to detail
- An interest in Motorsport
- Happy to work with minimal supervision

Disposition

- A strong team player
- Driven and determined with a flexible attitude to meet deadlines
- Good sense of humour

Values:

Can do – must possess a positive attitude and display the ability to identify alternative solutions to problems

Relentless – in exceeding customer expectations and continually exceeding goals

Rigorous – a commitment to achieving the best solutions

Creativity – endeavour to find new ways of doing things and learn from past experiences