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| **Job Description / Specification** |
| **Job Title:** | **Category Buyer** |
| **Reporting To**  |
| **Job Title:** | **Head of Procurement & Supply Chain** |
| **Location**  |
| **Department:** | **Purchasing** |
| **Organisation Structure** |
| Category BuyerCategory BuyerMaterial SchedulersHead of Procurement & Supply Chain |
| **Purpose of the Position** |
| To play a key part in ensuring that the Whitecroft Lighting Supply Chain meets the requirements and demands of a World Class manufacturing organisation. |

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| **Key Responsibilities** |
| 1 | To support the continual development and control of the current portfolio of suppliers to deliver at lowest costs, quality products to the stocking and availability requirements of the business. |
| 2 | To identify and develop potential new suppliers (where necessary) to challenge the current supply base.  |
| 3 | To reduce and consolidate the supply base to maximise the cost benefits to the business. |
| 4 | Working in collaboration with key stakeholders within the Design function to ensure that the supply chain is robust and competitive, with the opportunity to identify any project buying opportunities. |
| 5 | Ensure that the supply chain meets the cost and logistics requirements to support any New Product Developments and bespoke lighting solutions |
| 6 | Active involvement with the supply chain in relation to continuous improvement projects.  |
| 7 | Quality Cost Delivery (QCD) basis of supplier development, lead time reduction, lean supply chain, quality driven but supported further by the suppliers engagement with sustainability and technical innovation. |
| 8 | Ensure the supply chain meets the sustainability requirements of the business i.e., adoption of sustainable practices and development of sustainable solutions. |
| 9 | Develop and challenge all potential purchasing technological processes to enable easier interaction with the supply chain such as Electronic Data Interchange (EDI). |
| 10 | Conduct supplier audits. |

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| **Specific Skill Requirements** |
|  | **Essential** | **Desirable** |
| **Education / Technical Skills**  | * At least 2 years’ experience working within supply chain management.
* Good level of Maths & English
* Proven track record of cost reduction.
* Knowledge of MRP systems
* Intermediate level of IT literacy - Microsoft office
* Experience in using SAP
* Knowledge of Production Methods & Processes
* Driving licence
 | * Educated to Degree Level or Equivalent
* Member of CIPs (min. Level 3)
* Previous experience of working within manufacturing / engineering environment.
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| **Behaviour**  | * Excellent Communication skills in both verbal and written format
* Effective negotiation skills.
* Good influencing skills
* Ability to work on own initiative and also be a team player
* Demonstrates attention to detail
* Ability to build strong working relationships
* Demonstrates resilience in a fast-paced environment
* Ability to problem solve
* Strives to look at ways to continuously improve ways of working
* Customer focused with the ability to react quickly to change in customer demand
* Ability to demonstrate a high level of organisation skills to ensure deadlines are achieved.
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| **Document Management** |
| **Written By:**  | **Paul Roden**  | **Date: Jan 23** |