Bremsen Technik (UK) Ltd
Quality Automotive Products

Job Title	Group Buyer
Reporting to	Group Procurement Manager
Direct Reports	N/A
Scope of the role	The Buyer is responsible for the placing and expediting of direct and indirect purchase orders across the Bremsen Technik Group of Companies.

Purpose

To assist and support in the delivery of all procurement objectives and targets, while managing day-to-day purchasing activities for the Group.

Key Accountabilities

- Support the Procurement Manager in achieving company procurement goals and objectives.
- Review MRP requirements and issue purchase orders as required within domestic and international supply chains.
- Pro-actively expedite the timely delivery of goods and services to meet business requirements.
- Be the guardian of data integrity within relevant systems, keeping systems up to date and maintaining accurate records.
- Develop and manage relationships with suppliers and stakeholders, maximising value for money while maintaining compliance with company procedures, and procurement regulations.
- Act as the first point of contact for internal stakeholders within the Group for procurement and purchasing queries.

Qualifications

Essential: GCSE Grades A-C (or equivalent) in Maths and English.
Desirable: CIPS qualification or a level 3 qualification in a relevant subject.

Technical Skills/Experience

- Previous experience in a procurement role, managing a global supply chain
- Strong in ERP/MRP system review and Microsoft Office
- Proven ability to manage operational procurement challenges while delivering on activities
- Excellent relationship management skills, with the ability to engage and manage key stakeholders and suppliers
- Ability to analyse data with attention to detail and accuracy

Key Competencies

- Takes initiative and accountability for own actions to proactively deliver what is required.
- Demonstrates flexibility and adaptability to change.
- Strong communication skills with the confidence to influence internal and external stakeholders across the business.
- Maintains a positive attitude and a strong sense of opportunity during times of turbulence.
- Results orientated with the ability to plan and deliver against deadlines.