


Job Description

Position	Buyer
Reporting to	Head of Supply Chain
The Company	<p>Brigade Electronics, established in 1976, is at the pinnacle of commercial vehicle and mobile plant safety. A founder and innovator of sensing and monitoring systems that have helped save countless lives across the globe for over forty years.</p> <p>Whilst our portfolio can be emulated, our commitment to vehicle safety, our reliable, trusted products, and our dedicated team of experts, cannot. We invest in people as well as technology. Everyone in the Brigade family understands the life-changing significance of the products and service we provide and the importance of outstanding systems that work in the most demanding of situations.</p> <p>The Brigade Group organisation is based in the UK and has subsidiary companies in the USA, Canada, Germany, France, Italy, The Netherlands and Poland, and selling in to over 80 countries world-wide via our National Distributor network.</p>
Purpose of Role	<p>Responsible for purchasing stock to support the business stock-holding strategy and managing Brigade's 3rd party subcontract manufacturers in the production of high-quality safety products. Researching and sourcing new vendors and subcontract manufacturers from time to time, according to business need. Management of Vendors against agreed levels of service and quality, price negotiations and cost reduction activities. Supporting subsidiaries with the purchase of stock parts or subcontract activities</p>
Key Responsibilities	<ul style="list-style-type: none"> To be a key driver in the building and enhancement of supplier relationships for sourced items and items coming from subcontracted manufacturing processes. Assist / lead the acquisition and qualification of new suppliers. Sourcing of alternative Vendors and items to provide resilience within the supplier base.


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	<ul style="list-style-type: none"> • To lead contract, lead time and pricing negotiations with new and existing suppliers. • To provide suppliers with detailed forecasts and Purchase Order cover. • Manage and report on Vendor performance, lead times and stock. • Availability KPI's. • Inventory KPI's. • Identify obsolete and replacement parts. • To authorise and ensure stock movements are performed as necessary to reserve, quarantine or return to supplier. • To support, oversee and authorise subsidiary purchasing through 'dotted line responsibility. • To liaise effectively with other members of the organisation on stock matters.
<p>Key Tasks, but not limited to</p>	<ul style="list-style-type: none"> • Place Purchase Orders and provide Forecast to suppliers. • Calculate, monitor, and manage supplier lead times. • Progress Orders through to shipment to ensure right balance of availability and inventory. • Check and sign off Purchase Invoices. • Drive cost reduction initiatives and programmes. • Introduce, assess, and re-assess suppliers as necessary. • Working with the Legal & Compliance Officer, write MOU and SLA documentation as necessary. • Deal with stock related enquiries from Warehouse, Sales and Customer Services.

	<ul style="list-style-type: none"> • Actively participate in New Product Introduction process. • Host Supplier visits to the site and visit overseas Suppliers including Southeast Asia. • Other travel may be required as on ad hoc basis
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Person Specification


Essential	Desirable
<p>Education & Training</p> <ol style="list-style-type: none"> 1. Bachelor's degree in a related discipline 2. Analytical intellect with an eye for detail 3. Highly numerate and literate 4. Strong understanding of ERP systems, data management knowledge with emphasis on Excel 	<p>CIPS Level 5</p>
<p>Experience and Skills</p> <ol style="list-style-type: none"> 1. Experience of contract/SLA negotiation 3. Minimum of 3 years' experience in a Purchasing, Materials Management or Supply Chain role. 5. Track record of building and sustaining supplier relationships. 6. Experience of using ERP systems for purchasing and stock control. 7. Proven ability to manage a multi-task role. 	<p>Demonstrable track record of contract/SLA negotiation</p> <p>Purchasing of electronic systems</p> <p>Knowledge of vehicle safety industry</p> <p>Knowledge of Dynamics NAV / BC</p>

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<p>6. Keen negotiation skills</p>	
<p>Personality and Motivation</p> <ol style="list-style-type: none"> 1. Drive to achieve targets – individual, team and company. 2. Self-manager and a natural team player. 3. Readiness to take responsibility for the quality of own work. 4. Willingness to listen and learn with continuous development mindset. 5. Dependable, stable, and punctual. 6. Visible commercial integrity, trustworthiness and respect for company and colleagues. 	
<p>Interpersonal Skills</p> <ol style="list-style-type: none"> 1. Effective written and oral communicator with above average telephone diction. 	
<p>Communication & language skills</p> <ol style="list-style-type: none"> 1. Ability to communicate with all related departments, customers, and suppliers 	
<p>Other requirements</p> <ol style="list-style-type: none"> 1. Innate time manager. 2. Flexibility to work beyond normal business hours when required. 	

Employee Signature: _____

Date: _____

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