

Job Description

Job Title:	Category Buyer
Department:	Purchasing
Reporting to:	Group Purchasing Manager

Who are we?

Fullwood Packo Dairy Group design, manufacture and distribute state of the art milking equipment worldwide and for over 85 years have been recognised as being at the forefront of milking technology. Operating primarily out of Europe with the operations based in the United Kingdom (Ellesmere, Shropshire). We have a strong European customer base and are now looking for a Category Buyer to help support our business in the Procurement department.

Job Summary

Reporting to the Group Purchasing Manager and based at Ellesmere Site, the role of Category Buyer will primarily be responsible for managing a portfolio of goods/services that encompass both direct material and indirect spend categories. Focus of the role will be to create and execute category strategies within the Purchasing Team and is therefore commercially responsible for goods and services across multiple Group locations.

The role is accountable for ensuring that the supply base within the assigned category is capable of meeting the Company's needs in terms of quality, price, delivery, reliability, product innovation and continuity of supply.

Key Duties

- Analyse assigned category spend areas and identify opportunities to rationalise supply base, reduce cost, improve business efficiency, gain leverage and optimise the supply chain
- Research, compile and validate internal customer requirements in order to source optimal goods/services.
- Provide support and manage the company's strategic sourcing and procurement process for each assigned category, including market assessments, benchmarking, RFQ or tenders, supplier negotiations and contract development for goods and services
- Support New Product Introduction Process (NPIP) ensuring appropriate suppliers are engaged early within NPIP and ensure new items are designed to cost, quality and manufacture requirements.
- Support Quality team to ensure suppliers meet Group and Category quality targets.
- To support, negotiate and close out supplier warranty and quality related activities as required.

Smart milking and cooling solutions

- Ensure new suppliers meet Fullwood Packo minimum requirements including application of supplier audits/visits, financial health check, relevant ISO quality standards, etc.
- Raising of contract purchase orders for assigned categories ensuring appropriate terms and conditions, pricing and validity periods.
- Maintaining and operating ERP system including purchase orders, price and sourcing information
- Develop and maintain relationships with the key category suppliers to satisfy the needs of the business; ensuring a professional and consistent approach is adopted at all times.
- Effectively manage suppliers to ensure contract/order compliance including delivery, pricing, invoicing, problem analysis and resolution.
- Conduct supplier performance reviews on Quality, Cost, Delivery, Innovation and Management (QCDIM) for assigned categories. Proactively work with the supplier regarding any identified performance improvement activities.
- Maintain cumulative cost savings/avoidance records to meet annual budgets/targets.
- Responsible for delivery scheduling execution of top 3 strategic suppliers.
- Provide cover for material planning and scheduling activities as required.

Personal Traits & Skills

- High Performance attitude & drive; not wanting to be average in terms of personal development and achieving business results
- Energy & focus to achieve results in a professional manner
- Self-starter; able to work independently, but as part of the team
- Creative & inquisitive; out of the box thinker
- Consulting & service attitude; a humble, but resolute behavior
- Equipped with strong and effective communication and interpersonal skills
- Intrinsically motivated; eager to learn
- Analytical; you can think strategically, and you can handle complexity
- Assertive; not afraid to ask questions and to make mistakes
- Capable of working with deadlines while ensuring high quality of results delivered
- Representative, eye for detail, able to make things happen
- Exceptional ability to build and maintain effective and productive relationships with key stakeholders and suppliers
- Results orientated with the ability to plan and deliver against project deadlines
- Effective negotiation, communication, interpersonal and influencing skills
- Analytical, numerically astute with strong proven problem identification and solution abilities

Education and Experience

Essential

- Proven purchasing experience, preferably within a fast-paced manufacturing environment
- Ability to add value, reduce costs and make business improvements.

Desirable

- Membership of Chartered Institute of Procurement & Supply (CIPS)
- Contract management and supplier experience
- Understanding of total cost management principles.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

What We Offer

- A permanent fulltime position
- An exciting role in an interesting innovative area, with a growing international company
- The possibility to develop yourself in an organisation with a flat structure and entrepreneurial attitude
- 37.5 weekly working hours
 - Monday – Wednesday 08:00 to 17:00
 - Thursday 08:00 to 16:30
 - Friday 08:00 to 12:00
- Competitive salary plus other benefits
- EAP System
- 25 days holiday + bank holidays
- Contributory pension scheme

Applications

Via our website, or direct email to hr-uk@fullwoodpacko.com

For more information about Fullwood Packo Group please visit our website www.fullwoodpacko.com

Please follow the link below to view Fullwood Packo Privacy Policy

<https://fullwoodpacko.com/privacy-policy/>