

JOB DESCRIPTION	
Job Title	Buyer
Company	Hansworth Limited
Location	London
Assignment Type	Residential 5/2
Department	Procurement Department
Reports to	Operations Manager

Job Purpose:

Reporting to the Operations Manager, the Buyer will provide procurement support to our major clients. The ideal candidate has a purchasing background specifically within an engineering/mechanical environment.

Main Job Function:

- Maintaining effective and efficient supply relationships and mechanisms with predominantly established suppliers to encourage and sustain a quality supply service;
- Within given levels of authority, agree pricing, delivery and quality standards with suppliers for specific parts, equipment or services and contract in a timely manner;
- Maintaining an accurate record of proceedings through to contract completion and conduct completion activities;
- Prepare and issue Requests for Proposals (RFP), Request for Quotation (RFQ)/Purchase orders to external suppliers in accordance with Departmental and Company operating procedures;
- Support complex/high value negotiations by gathering and interpreting data from existing and potential suppliers and by participating in internal customer or supplier meetings;
- Drive and direct critical activities with defined suppliers to ensure that delivery of the contracted product or services to the customer at the contracted time;
- Liaise with internal customers, suppliers and other departments to advise on progress of activities to achieve on-time delivery to the required specification
- Conduct regular reviews with suppliers to monitor, identify and report on issues as required to ensure that contract conditions are complied with, and agreeing targeted and actual levels of performance with suppliers, providing regular opportunities for discussion and feedback on performance levels achieved;

Candidate Specifications:

- HNC/HND/Degree in Mechanical or Electrical or equivalent working experience in Procurement Department;
- CIPS qualifications beneficial;
- A good team player with an imaginative, proactive approach with strong interpersonal skills will be required. The range of responsibilities is wide and there will be a need to motivate and develop staff and support continuous improvement;
- Willing to travel both in the country and abroad and must be eligible to live & work in the UK;