



Job Description – Buyer / Procurement Manager

JOB TITLE: Buyer / Procurement Manager **DATE:** July 2018
DEPARTMENT: Procurement **PREPARED:** QHSE Manager
LOCATION: Aberdeen **APPROVED:** Andrew Robins
REPORTING TO: Managing Director

1. ROLE STATEMENT

The Buyer / Procurement Manager is responsible for ensuring that all EnerQuip supply needs are met through the selection of high-quality goods at negotiated reasonable prices in accordance with the companies QHSE management systems. Ensure that vendors are complying with the company's quality objectives and that goods are delivered on time and communicates with the management team and directors.

2. MAIN RESPONSIBILITIES

- Source and select suppliers and potential alternative suppliers in accordance with the EnerQuip vendor approval system.
- Obtain competitive pricing from qualified suppliers and negotiate over cost.
- Prepare and issue purchase orders to suppliers.
- Liaise with vendors on material, company specifications and certification requirements.
- Prepare and present reports on activities within the procurement department as required by management.
- Manage and maintain accurate and complete procurement documentation records in support of quotations, bids and enquiries.
- Build and manage the purchasing team to meet the business demands and objectives as the company continues to grow.
- Any other tasks as detailed by line management.

3. KNOWLEDGE, SKILLS, EXPERIENCE & REQUIREMENTS

- Background and experience in a purchasing role is essential
- Industry experience is preferred
- Excellent negotiation skills
- Excellent communication & team player
- Computer literate
- Driving Licence

4. KEY MEASURES

- QHSE performance
- Competency
- Time management / meeting deadlines
- Quality of work

Signed By: _____ Printed Name: _____ Date: _____