

Job Advert

Senior Buyer

£35,000 - £45,000 (dependant on experience)

Knutsford

Role Overview:

Stopford has an exciting opportunity for a Senior Buyer to join our expanding management services team on a full-time permanent basis. You will be joining our Contracts and Purchasing Manager within the commercial group to develop the purchasing function at Stopford. You will support with developing procedures, sourcing goods and services for Stopford and its clients. Writing and negotiating contracts with suppliers and sub-contractors.

The Company:

Stopford is an international multi-disciplinary consultancy, engineering design and project management services company founded in the UK in 1982. We work with companies around the world in emerging and existing industries, *our ambition is to lead the way in engineering a sustainable world towards a low carbon economy.*

We have ambitious plans for future growth over the next three to five years supporting our key clients in the renewables and green energies sector and commercialising Stopford's green technology portfolio. We have a significant opportunity to expand our operations in the UK and internationally and the role of Senior Buyer will support this growth.

Your time will primarily be based at our office at Knutsford.

Employment at Stopford brings many benefits including:

- Competitive salary
- Pension
- 25 days holiday plus bank holidays
- Private medical insurance
- Employee assistance programme
- Reimbursement of Professional membership fees
- Free on-site parking

The position of Senior Buyer

The Senior Buyer will form an integral part of the purchasing function, in the delivery of the needs from Stopford service groups; Management Services, Consultancy, Projects, Technology and Innovation.

Stopford is enjoying strong growth so the Senior Buyer will be a critical enabler to ensuring that the business can deliver projects on time and bring services to market to meet our ambitious targets.

This is a varied role because you will be joining a small team so you must be flexible and willing to help with all aspects of running the purchasing department.

To be successful in the role of Senior Buyer you will have, or be working towards, MCIPS. You will have 5 years purchasing experience and you should have been working as a Senior Buyer for 3 years. You should be commercially strong and contractually aware, skilled in reviewing and drafting supply agreements and ensuring mitigation of risk.

Experience of project purchasing would be desirable specifically in relation to renewables and recycling, construction and civils. A background in purchasing process equipment and related services would be advantageous for this role.

Please go to our website for a full job description to familiarise yourself with all of the responsibilities, skills and experience required before you apply.

Please note that we do not accept applications from agencies, and you must be eligible to live and work in the UK.

Closing date: 27 February 2022

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommended that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

We look forward to receiving your CV for the post of Senior Buyer.

Job Description

Post Title:	Senior Buyer
Group:	Management Services
Location:	Knutsford

Ambition

Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

Values

We value professionalism, equality, fairness, co-operation and unrivalled expertise.

Description:

The Senior Buyer will form an integral part of the purchasing function, in the delivery of the needs from Stopford service groups; Management Services, Consultancy, Projects, Technology and Innovation.

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Key Accountabilities/Responsibilities

- Process new supplier requests from business users and carry out supplier assessments.
- Carry out annual approved supplier reviews.
- Monitor and Maintain Stopford approved supplier list.
- Process purchase requests for goods and services required for Stopford and clients.
- Sourcing and negotiation of delivery terms for low value / risk materials and services.
- Sourcing and negotiation of price, specification, quality and OTIF for medium and high value / risk materials and services.
- Promote Stopford purchasing procedures to business users to encourage compliance.
- Support with periodic review of purchasing procedures.
- Help to develop additional purchasing procedures as Stopford grows.
- Develop category management plans for specific commodities as demand grows.
- Forecast demand and produce sourcing plans for multiple client projects.
- Tender site work / construction packages for multiple client projects.
- Monitor and maintain Stopford NDA register, draft and issue NDA's as required.
- Review and negotiate supplier terms and conditions.
- Negotiate and develop supply agreements for purchase of construction services, capital equipment, installation and commissioning services.
- Manage supplier performance and improvement.
- Manage site queries and disputes with contractors and sub-contractors.

- Expedite delivery of goods and services from suppliers and confirmation of receipt from business users.
- Process supplier corrective action requests (SCAR) and resolve delivery disputes with suppliers.
- Deal with queries and resolve issues with supplier invoices.
- Supplier relationship management.
- Work with Stopford internal stakeholders and suppliers to source goods and services as required.
- Participate in Stopford project team meetings to monitor and report on purchase road map and supplier performance.
- Work with Stopford Project Managers and Directors to complete sourcing and tender activity on time.
- Monitor and update purchasing documents and folders in Sharepoint.
- Support development of standard structure for purchasing documents and folders in Sharepoint.

Key Skills and Experience

- You should have a strong eye for detail and be able to maintain high levels of accuracy in your work.
- You must be well organised with the ability to multi-task and prioritise workload accordingly whilst dealing with conflicting priorities.
- You must have good negotiation skills with a proven track record of achieving desired outcomes.
- Commercially strong and contractually aware, skilled in reviewing and drafting supply agreements and ensuring mitigation of risk.
- Working with Civil, Mechanical and Chemical Engineering Forms of Contract to deliver projects.
- Managing contracts from implementation to close out with demonstratable evidence of improving supplier performance.
- Experience of project purchasing would be desirable specifically in relation to renewables and recycling, construction and civils.
- A background in purchasing process equipment and related services would be advantageous for this role.
- Extensive sourcing experience with exposure to IT hardware and software, communications equipment and services.
- Sourcing goods from EU and international sources, negotiation of incoterms with knowledge of freight forwarding and customs declarations.

About You

- You will need to have purchasing experience with minimum of 5 years and you should have been working as a senior buyer for 3 years.
- MCIPS or working towards.
- Experienced in managing multiple projects simultaneously.
- Competently write RFQ's, ITT's and commercial bid evaluations.
- Analytical capabilities with excellent organisational and interpersonal skills.
- Familiar with technical drawings with the ability to identify sourcing requirements.

- Working knowledge of Office 365 including One Drive and Sharepoint with proficient use of Word and Excel.
- Understanding of ISO and quality standards and processes related to purchasing.

Company Wide Aspects

Adhere to Stopford's Business Management System

Review

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.