

We are looking for a self-driven and motivated *Buyer* to join our Purchasing team supporting the Assisted Living & Healthcare business unit.

The Buyer is expected to source and negotiate the buying of goods or materials required based on requests from MRP or ad-hoc across the business.

Purchase of goods, materials and services (when required through requisitions) to ensure that the Company operational needs are met, considering price, quality, delivery and continuity of supply.

With the support of our Wembley Purchasing Team, you will work alongside manufacturing, supply chain, stores, and finance amongst others within the business.

Key Responsibilities:

- First point of call for all purchasing related enquires (not relating to daily purchase orders).
- Raise orders of goods, materials, components or services according to MRP (Material Requirements Planning) demand.
- Chase acknowledgements of purchase orders and update the system with delivery dates.
- Daily review of MRP records, ensuring accurate orders being placed and processed including prices, quantities, dates and authorization.
- Run minus reports to show shortages and take action ensuring production needs are covered.
- Monitor inventory levels and safety stock using numerous reports.
- Coordinate with Purchasing department (Wembley) and work closely to forecast, schedule and where required set up buffer stock agreements to have a sustainably source of supply.
- Liaise with stores/dispatch departments for cost or delivery variants.
- Liaise with finance department to resolve invoice queries quickly.
- Raise internal w/o for Engraving and Customer Engraved panels.
- Source parts for shortage that the supplier cannot fulfil.
- Coordinate with Purchasing department to introduce new accounts
- PCN'S (Product change notifications).
- Process RTV's in a timely manner.
- Maintain a continuous supply of required goods and materials communicating any supply problems which may pose a risk or impact on business operations clearly and effectively to all stakeholders.
- Monitor market trends and supplier movements.
- Proactively research and evaluate areas of opportunity to reduce costs where possible.
- Keep SAGE system (MRP) up to date with regular checks to ensure all the correct information is live such as MOQ, Lead time, data sheets attached, supplier details, etc.
- Organise and participate in supplier meetings on and off site.
- Build, maintain professional relationships with all suppliers to ensure good communication.
- Abide by the Legrand Core Values and Code of Ethics and strive to meet and exceed the Group's Corporate Social Responsibility (CSR) commitments.

Job Competencies/Key Skills:

- Must be responsible, trustworthy, high standard of accuracy, driven to achieve targets with a natural sense of leadership.
- Strong negotiator with influencing skills who is able to clearly communicate across all stakeholders.
- Analytical and numerically astute with strong proven problem-solving skills.
- Results driven with the ability to plan and deliver against project deadlines.
- Commercially and financially aware with a keen eye for attention to detail.
- Be self-motivated, hardworking and proactively looking to drive the category forward.
- Able to multi-task with the numerous projects running at the same time.
- Be able to put the customer first and foremost, and must understand the importance of being in direct customer contact
- Have the ability appreciate and understand the importance of ensuring the Company's financial well-being, without impacting its customers' negatively.
- Work with the utmost honesty and integrity, and build positive and effective relationships within the Company, and externally with our Customers/Suppliers.
- Communication skills:
- Have expectational written and verbal communication skills, must write and speak in a clear and concise fashion and be able to communicate effectively within all areas of the Company
- Results Orientation:

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- Self-motivated and conscientious, hardworking and with excellent attention to detail. They must also have excellent time management skills.
 - Have the ability to perform basic/moderate functions including formulas on all Microsoft tools in particular Excel, PowerPoint, Outlook and Word.

Conditions:

- Reporting to: Michael Manghra – Purchasing & Supply Chain Manager (Energy Controls / Assisted Living & Healthcare)
- Hours: Monday to Friday, 08:00Hrs – 16:00Hrs
- Base Location: Blyth – NE24
- Other work location(s): Birmingham, Wembley
- Type of role: permanent – subject to 6 months probationary period
- Salary: discuss during interview
- Group Personal Pension Plan: up to 5% employer contribution available from start day
- Holidays: 25 days/year
- Other Benefits: Employee Assistance Programme through EIC, Life Assurance Cover, Bike to Work Loan, Staff Sales, Eyecare Vouchers (VDU), Flu Vaccination, Healthcare Cashplan, Hotel and Car hiring discounts

Applications by CV and covering letter to:

Michael Manghra – Purchasing & Supply Chain Manager michael.manghra@legrand.co.uk

Closing Date: Friday 30 July 2021

Legrand UK is committed to Equal Opportunities and Diversity