

Role Title	Buyer
Reporting To	Sales Manager
Location	17 Moorlands Lane, Saltash, Cornwall PL12 4HJ.
Job Description	The Buyer is responsible for purchasing all materials needed by the business and ensuring on-time delivery at the best price. They should ensure supplier approvals and audits are carried out and that goods purchased meet the required specifications. Additionally, the buyer will work with the Sales Manager to grow and manage the Supply arm of the business liaising with customers and providing quotations. They are a key to driving efficiencies within the business and helping us achieve our strategic objectives.
Responsibilities	<p>Day-to-day responsibilities:</p> <ul style="list-style-type: none"> • Obtaining quotes and raising purchase orders • Maintaining Order Books • Providing Sales quotations • Arranging deliveries • Invoicing • Raising Defective Material Notes • Processing Equipment Requisitions • Maintain master parts list • Client and supplier communication • Tender support <p>Strategic responsibilities:</p> <ul style="list-style-type: none"> • Supplier approvals and audits • Assist in reporting of KPIs • Identify and implement continuous improvement and efficiency / cost saving initiatives • Undertake training and professional development <p><i>This is not an exhaustive list, and other duties may be required.</i></p>
Skills and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • 2 years buyer experience • Confident communicator • Analytical • Flexible <p>Desirable:</p> <ul style="list-style-type: none"> • 3 yrs buyer experience • Knowledge of Xero (or similar software) • Electrical wholesale or railway experience
Compensation & Benefits	<ul style="list-style-type: none"> • £28,000 - £32,000 per annum • 25 days annual leave per year. • Free company parking • Tamar Tag • Free annual Christmas Party and Summer BBQ

This role is classed as **safety related** and is designated a **Key Role for the Network Rail Principal Contractors Assurance File**. The post holder understands and agrees that, in accordance with RSP SHEQ procedures, they will be subject to random drugs and alcohol screening and restrictions on working hours.

DECLARATION:

I hereby acknowledge acceptance and receipt of this Role Profile and that I have read and understood the duties/activities described therein.

Name of Employee:
Signature:
Date: