

1. Job details	
Job title	Buyer (PCU Products)
Salary band	Band 5
Accountable to	National Supply Chain Manager SJA Supplies

2. Job summary
<p>The Supply &amp; Inventory Team has responsibility for product sourcing, price negotiation, purchasing and controlling stock levels to match business requirements.</p> <p>The post requires, in conjunction with the Lead PCU Buyer, the day to day management of all PCU-related products, including the running of the stock planning and ordering system and the development of products and supplier relationships securing competitive pricing and delivery lead-times.</p>

3. Main duties and responsibilities	
1	Manage day to day PCU (Print, Clothing and Uniform) and PPE (Personal Protective Equipment) Buying operations for SJAS ensuring competitive pricing, accurate delivery information, up to date product information and updating the cost savings register working closely with the PCU Lead Buyer and in conjunction with other departments as required
2	In conjunction with others in Supply & Inventory team develop and maintain relationships with suppliers in order to maximize business benefits and cost savings for SJA
3	Efficiently develop and control PCU related products with key suppliers, business partners and stakeholders as part of the overall supply initiative
4	Resolve all Sharepoint queries on PCU related products including Goods In queries with NDC Peterborough warehouse and invoice queries with SSC Sheffield finance
5	Have awareness and investigate physical and system stockholding discrepancies for PCU products for on and offsite warehouses for maximum accuracy in conjunction with Lead Supply Analyst
6	Effectively and accurately manage the stock planning and buying process for PCU related products, generate and process purchase orders when required, oversee stock transfers (call offs), production builds & BOMs, expedite supply of low stock items and coordinate direct delivery shipments.
7	As clothing and uniform functional expert, in conjunction with key business partners, ensure supply continuity and proactively manage monthly reconciliation and invoicing process, ensuring high degree of accuracy and develop product range and processes in line with the requirements of the business
8	Support the Lead Buyers to maintain supply channels in conjunction with sales teams for major new and existing customers and support tender opportunities
9	Proactively contribute to achieving overall Supply & Inventory team targets and daily and monthly KPIs through effective communication, efficient organisational skills, high attention to detail and good working knowledge of MS Office suite
10	Support Leads and other team members, regularly communicating and proactively working with key teams across the business
11	Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

<b>4. Person specification</b>			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.			
<b>Requirements</b>	<b>Essential and desirable criteria</b>		<b>Method supporting assessment</b>
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<b>Education and qualifications</b>			
Educated to GCSE level or equivalent (Grade C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
CIPS or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
<b>Experience</b>			
Experience of Purchasing in Distribution Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of business partners & suppliers to ensure supply to agreed schedules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ensure targets met and KPI's achieved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Pro-active in resolving supply issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
<b>Skills, knowledge and abilities</b>			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to use Microsoft® applications at intermediate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Knowledge of sourcing required products	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to prioritise work and ensure business KPI's targets met	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
High degree of numeracy and strong attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
<b>Motivation</b>			
Ability to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: RD	Date of preparation: 17.09.18
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