



OMAR PARK HOMES LIMITED

JOB DESCRIPTION

JOB TITLE:	Commodity Buyer (Sourcing)
RESPONSIBLE TO:	Purchasing Manager
HOURS OF WORK:	The basic contract will be for 37.5 hours 8.30 a.m - 5.00 p.m Monday to Friday with a one hour lunch break. However, your hours would be best described as those necessary to fulfil the duties and the responsibilities that the job demands.
PLACE OF WORK:	The job is based at the factory in Brandon, however travel may be required from time to time.

Main Duties and Responsibilities

- Deliver savings and benefits across a circa £20M+ LTM spend in a growing, fast paced luxury capital goods manufacturer.
- Ensure that the cost and value of all products and services are optimised, with a key focus on cost down and cost out value engineering.
- Drive improvement in the department processes from sourcing to fulfilment for a diverse range of commodities and suppliers.
- Contribute to the development of formal procedures around all aspects of the procurement cycle including new supplier introductions and non-production purchasing.
- Support the design function with product development through identification of suite of fit out and exterior clad suppliers who can meet the needs of all functions of the business.
- Instill a cost-down ethos into the sourcing function ensuring key commodity sets are regularly put out to tender.
- Ensure that the supplier base is managed, monitored and measured in line with Service Level Agreements.
- Contribute to the auditing of suppliers for compliance with our standards as well as Modern Slavery Act (2015) and GDPR (2018) regulations

- Provide support to internal customers to resolve supplier issues and below standard service.
- Contribute to and support of the Operational purchasing team through the day to day management of a small number of suppliers and the placing of purchase orders.
- Gain a full understanding of the markets in which we operate and the needs and challenges of our customers
- As a member of the Supply Chain leadership team, you may on occasions be asked to assist on a variety of projects unrelated to your primary work

The Person

- Minimum of 5 years' experience in a similar sourcing / commodity buying role.
- Degree or equivalent vocational level qualification i.e. DMS, CIPS Level 4/5.
- Experienced in both sourcing and operational purchasing.
- Proven track record of delivering savings and benefits.
- Self-motivated with good time management to balance the differing demands and elements of the role.
- Demonstrable history of delivering improvements across the supply chain in a demanding manufacturing environment.
- Ability to assess the total supply requirements to deliver the best overall solution to accommodate and delight all stakeholders.
- Excellent organisation skills, able to adapt well to changing priorities.
- Disciplined and process oriented with good attention to detail.
- Mature, pragmatic approach with a good sense of humour.
- Able to deal with strong year on year growth.
- Comfortable with both volume and variety - keep it simple approach.
- IT literate with experience of MRP/ERP systems and proficiency with MS Office suite, in particular Excel.