



Napp Pharmaceutical Group Job Description



JOB TITLE: Senior Buyer	SECTION: Finance
NO: (For completion by Personnel)	COMPANY: Napp
DEPARTMENT: Procurement	Date: 2010
RESPONSIBLE TO: Director of Procurement/Procurement Manager	

BROAD PURPOSE OF JOB

- To complement an existing team of Procurement professionals.
- Implement sourcing plans for assigned materials & services at the lowest possible long term cost, thus allowing maximisation of profits to those functions for which the materials / services are procured. Contribute at strategic level to both department and stakeholders.
- Interact with all levels of management both inside the company and outside in supplier company organisations representing the function in a thoroughly professional manner.
- Support the overall departmental objectives of exploiting commercial opportunities, risk management and business process improvement. Set departmental objectives and drive function aims forward.

RESPONSIBILITIES

- Identify, develop and maintain selected supplier relationships and commodities and identify where / when commercial opportunities present themselves with both internal and external stakeholders.
- Develop and maintain strategic suppliers for those commodities and services assigned. Build pro-active working relationships with key personnel at each major supplier; understand their processes & systems.
- Obtain the lowest possible long-term cost through negotiation, competitive bidding and market / supplier knowledge. Analyse and evaluate quotations from potential suppliers. Assertively seek and recommend cost saving possibilities based upon new sources, substitutions, improved systems and market developments.
- Select suppliers (& potential suppliers), appraise suppliers capabilities and verify their financial standing where relevant.
- Communicate the effectiveness of a pro-active, strategic Purchasing function to both internal "user" departments and external sources of supply. Present to senior management when appropriate.
- Identify opportunities for Procurement and apply the most appropriate influencing strategies.

- Represent projects from a commercial perspective when & where the business requires.
- Produce high quality reports and make persuasive presentations in support of recommended supply initiatives, specific category strategies or other significant Procurement and business related strategies.
- Measure and record all savings including cost avoidance, process initiatives and direct commercial benefits ensuring that the Director of Procurement/Procurement Manager is kept informed of progress on a regular, systematic basis.
- Carry out any other reasonable duties pertinent to the activities of a pro-active, strategic purchasing function.

KNOWLEDGE

- Of supply markets operating in
- Is intellectually capable to converse / deal with at all levels of the business
- Has in depth understanding of latest Procurement thinking, and seeks to apply the latest best practice
- In depth knowledge of contract law

SKILLS

- Ability to influence the decision making process, make presentations and recommendations verbally / in writing
- Demonstrate Leadership attributes
- A 'self starter' who can work unsupervised and can provide support and leadership to their colleagues
- Commercial skills a pre-requisite along with advanced negotiation skills
- Ability to differentiate / segment the approach towards different suppliers / markets to deliver maximum benefit
- Know when and where to get further involved in a project or 'strategically withdraw'
- Understands fully 'emotional intelligence' and is able to manage the impact of their behaviour / actions and not be 'surprised' at the outcome

ATTITUDE

- Motivated / motivational approach when dealing with colleagues and peers
- Passionate about their role and determined to get results
- Represents Procurement in a positive and pioneering manner
- Is a 'Player'
- Goes the 'extra yard', supports others outside their immediate remit
- Is open, honest and approachable – offers up their time to help / support others, contribution to team – not absorbed by self interest.
- Follows through on their commitments – doesn't need to be asked twice to progress their activities