



Job Title: Senior Buyer

Reporting to: Manager, EU Procurement

Position Summary:

The Strategic Buyer develops, implements and manages strategies for assigned suppliers and/or product categories in order to achieve company objectives of supplier quality, delivery, price and service. The role aligns company and department strategy and execution across Key Surgical business locations and with cross-functional partners such as quality, product management, sales, sourcing and operations. The role requires daily management of suppliers, purchase orders, schedules and inventory to meet customer service objectives. It puts an emphasis on some of the teams more complex supply and continuous improvement opportunities; requiring strong analytic skills, global supply chain acumen, strategy development and execution, negotiation and contract development or execution, communication and project management skills. The role is focused on ensuring the results delivered are compliant with the company's policies and procedures.

Competency Requirement:

- 1) Bachelors, or similar, degree in business administration.
- 2) CIPS (Certificate in Procurement and Supply Chain Operations) and/or CILT (Chartered Institute of Logistics and Transport) certification preferred.
- 3) Preferred five years or more of related work experience.
- 4) Preferred experience in the medical industry and with ISO quality systems (ISO 13485 preferred).
- 5) Proficient with ERP / MRP systems and MS Office applications. Experience with Exchequer and/or Microsoft Great Plains ERP systems a plus.
- 6) Ability to identify risk and solve complex problems and establish sustainable process improvements to address the gaps.
- 7) Strong communication skills both written and verbal.
- 8) Self-starter with the ability to work independently.
- 9) Organised and detail oriented.
- 10) Customer service focus.
- 11) Ability to mentor and develop less experienced personnel.
- 12) Some travel may be required.

Responsibilities and Duties:

- 1) Manage the purchase order life cycle through process, reporting and metrics; placing or confirming purchase orders, management of schedules, and ensuring material is received into stock.
- 2) Support and lead the development and execution of planning strategies based on re-order points, min or max inventory, Material Requirements Planning (MRP), lot sizing policies and defined supply strategies in order to meet forecast, inventory and customer satisfaction objectives.
- 3) Maintain purchase order accuracy (quantities, pricing, ship dates, delivery dates, payment terms) and system data accuracy (lead-times, min or max, re-order point levels) to enable the effectiveness of Key Surgical systems and processes.
- 4) Contribute to daily communication on status and resolution of back order items.
- 5) Manage performance of suppliers; communicating expectations, metrics, and supporting or leading performance and continuous improvement efforts to minimise total cost of ownership.



- 6) Address product quality and supplier performance issues through the Non-Conforming Material Review (NCMR) process, cause and corrective action follow up and process driven continuous improvement.
- 7) Ensure close cooperation with forwarding agents for on-time delivery or import processing and the associated provision of necessary documents.
- 8) Support the development and execution of commodity or sourcing strategies and team and organisational continuous improvement initiatives.
- 9) Support the selection and set up of new suppliers and the systems and process to monitor of their performance.
- 10) Proactively identifies risks and issues and effectively executes risk mitigation strategies.
- 11) Manage performance of suppliers; communicating expectations, supporting or leading performance and continuous improvement efforts to reduce total cost of ownership.
- 12) Participate and, as assigned, lead meetings with supplier representatives to discuss all aspects of their business and develop effective relationships.
- 13) Participate in supplier visits or evaluations, as requested, to determine suitability and analyse supplier performance.
- 14) Provide periodic reporting on purchasing trends and supplier issues.
- 15) Support new product launches through supplier management and planning for inventory.
- 16) Ensure the systems, processes, strategies, plans and policies of the company are followed and leveraged for effectiveness and efficiency; including those of the ISO quality system and commodity or sourcing strategies.
- 17) Work effectively with other departments that support both Operations and overall Key Surgical processes.
- 18) Champion change management efforts.
- 19) Perform other related tasks as assigned and required; including as a back-up role to others, as necessary, in the department; executing credit card purchases and on-line purchasing systems for the order of product such as stationary, uniforms and supplies; coordinate the annual inventory audit.
- 20) Maintain a positive “can-do” attitude and actively contribute to the growth and success of Key Surgical.

Authority:

- 1) Liaise and negotiate with suppliers.
- 2) Develop and negotiate agreements.
- 3) Facilitate changes necessary to organise and maintain efficient process controls, within the requirements of the Key Surgical quality management system.
- 4) Review, maintain and approve quality documents and records to ensure compliance with the quality requirements and current processes.
- 5) Initiate the NCMR process within the quality system.
- 6) Stop production or the processing of an order at any phase of the production or fulfilment process if a process or product is suspected or known to have an adverse effect on product or service quality.
- 7) Initiate and/or support Corrective Action or Preventive Action (CAPA) for any nonconformities relating to product, processes or the quality system.
- 8) Participate in supplier audits.

Please email your CV and covering letter to recruitment@keysurgical.co.uk to apply.