



Job Title: Purchasing Manager

Reporting to: Director, Global Procurement

Competency Requirement:

1. Bachelors, or similar, degree in business administration.
2. Chartered Institute of Logistics and Transport (CILT) certification desired.
3. Preferred 10 to 15 years or more of progressive purchasing experience, including purchasing, inventory, logistics and supplier management.
4. Preferred five years plus of purchasing team management experience.
5. Preferred experience in the medical industry and with ISO quality systems (ISO 13485 preferred)
6. Proficient with ERP / MRP systems and MS Office applications. Experience with Exchequer and / or Microsoft Great Plains ERP systems a plus.
7. Strong experience in inventory planning, supply chain and systems background (MRP, re-order points, min/max levels, safety stock).
8. Capable of managing complicated and difficult supplier relationships and performance issues
9. Excellent communication skills both written and verbal with the ability to influence thought
10. Organized and detail oriented.
11. Customer service focus.

Responsibilities and Duties:

1. Lead the development and execution of planning strategies based on re-order points, min / max inventory, Material Requirements Planning (MRP), lot sizing policies and defined supply strategies to meet forecast, inventory, and customer satisfaction objectives.
2. Ensure execution of management of the purchase order life cycle through process, reporting and metrics; from receipt of requisition or determining need, placement and confirmation of the purchase order, management of expedites / reschedules / cancellations / past due orders and resolution of supply issues; to acceptance of the assigned material into stock and the resolve of any invoice discrepancies.
3. Lead the development and execution of purchase order accuracy (quantities, pricing, ship dates, delivery dates, payment terms) and system data accuracy (lead-times, min / max, re-order point levels) to enable the effectiveness of Key Surgical systems and processes.
4. Provide for the support and leadership on process execution, vendor issues, and problem solving
5. Ensure data and record accuracy within the planning and purchasing system to enable the effectiveness of Key Surgical's systems and processes.
6. Provide, as necessary (i.e., vacation, sickness), a back-up role to the Buyer function
7. Manage supplier expectations and develop effective relationships and performance through effective communication, scorecard processes, continuous improvement, and periodic business reviews with suppliers.
8. Liaise with suppliers on improvement in the total cost of ownership (pricing, quality, delivery, lead-time, payment terms...) through negotiation, agreements and the leveraging of a global approved vendor list and effective collaboration with personnel in sourcing, quality and manufacturing.
9. Support the Product Management / Sourcing Team in creation and execution of global sourcing strategies that support the needs of business unit and Key Surgical globally.



10. 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 / sourcing strategies.
11. Lead and support creation and execution of global and business unit specific process, reporting and metrics; focused on team and vendor performance, process execution and efficiency, and compliance to policies, the ISO quality system, and objectives.
12. Ensure resolution of product and supplier performance issues through the Non-Confirming Material Review (NCRM) process, cause and corrective action follow up and process driven continuous improvement.
13. Provide periodic metrics and reporting on purchasing trends, performance and supplier issues
14. Support new product launches through supplier management and planning for inventory.
15. Participate, as necessary, in supplier visits / evaluations to determine suitability and analyze supplier performance. Participate in meetings with supplier management to discuss all aspects of their business and develop effective relationships.
16. Recruit, hire, & develop staff; evaluate employee performance; recommend or initiate employment status changes for team.

Authority:

1. Liaise and negotiate with suppliers.
2. Develop and negotiate agreements.
3. A leader within the organization; functioning as a decision maker, participating in the strategic direction of the procurement team, UK business unit and Key Surgical globally; identifying performance gaps, and supporting personnel development and sustainable process and continuous improvement initiatives.
4. Facilitate changes necessary to organize and maintain efficient process controls, within the requirements of the Key Surgical quality management system.
5. Review, maintain and approve quality documents and records to ensure compliance with the quality requirements and current processes.
6. Initiate the NCRM process within the quality system.
7. 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.
8. Initiate and / or support Corrective Action / Preventive Action (CAPA) for any nonconformities relating to product, processes, or the quality system.
9. Participate in supplier audits and supplier visits.

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