

JOB DESCRIPTION

Position Title: Tactical Buyer

Reports to: Supply Chain Manager

Location: Ipswich

Position Summary:

Responsible for maintaining a highly efficient Supply Chain in support of operations and manufacturing, minimising material and logistics spend, optimising company cash flow whilst delivering customer satisfaction.

Principle Responsibilities:

- Evaluates and acts upon the MRP requirements and generates and adjusts purchase orders to support MRP demand levels. Effectively communicates areas of concern to appropriate departments, individuals and/or Suppliers. Inputs, maintains, and adjusts records or transactions to ensure system validity.
- Negotiates pricing and lead-times on non-standard items or for large projects with Suppliers. Involves commodity managers/ Supply Chain Manager as required.
- Effectively communicates forecast requirements to external Suppliers.
- Objectively measures and communicates Supplier performance to support Supply Chain continuous improvement initiatives. Interfaces with Suppliers, Quality, Strategic Sourcing, and Engineering to quickly resolve quality, delivery or cost issues.
- Drives increased inventory turns, reduced cycle times, and improved Customer OTD by developing, implementing and managing pull-based material replenishment processes, including, but not limited to Kanban cards, vendor managed inventory and Supplier consignment stock.
- Support resourcing and out-sourcing projects by proactively planning materials to ensure uninterrupted flow of product to customers as required.
- Provide effective support to new product introduction teams, proposal development and subcontracting opportunities as they develop.
- Ensure quick resolution of shipping discrepancies, receiving and invoice errors, adjustments to ship dates or quantities on open purchase orders as necessary.
- Work to eliminate excess and obsolete parts, and rationalize similar parts.
- Consistent with Crane's Operational Excellence focus, participates in Value Stream Mapping and Kaizen events that will eliminate waste and result in significant benefits (Growth, Safety, Quality, Delivery, Cost) throughout the Supply Chain and wider business.
- Engenders a spirit of cooperation throughout the supply chain to insure responsiveness to the customer.
- Expedite/de-expedite materials when appropriate to effectively control inventory levels and demand requirements.

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Qualifications/Experience/Training:

- Excellent analytical, problem solving/decision making skills; ability to make timely, effective, fact based decisions. Includes a strong working knowledge of word processing, spreadsheet and scheduling software.
- Proficient in ERP systems and Microsoft office suite software (e.g. Word, Excel, Access, MS project, etc.).
- Prior experience implementing and managing a Kanban or pull system approach to component flow.
- Knowledge of supplier and component qualification processes.
- Knowledge of supplier performance management practices, including supplier scorecards and performance metrics.
- Undergraduate degree in business or technical field and a minimum of 5 years of related experience; or an MS/MBA in related field.
- Direct experience working with Suppliers from low cost regions (India, China, Eastern Europe, Etc.).
- Direct experience implementing lean concepts (Value Stream Mapping, Kaizen Leadership, 5S, etc).
- Lean Manufacturing and Six-Sigma Green Belt and CIPS certifications highly desirable
- CIPS qualified or studying towards a CIPS qualification highly desirable
- Must have a minimum of 5 years' experience as a tactical buyer
- Experience of working within global supply chains highly desirable

Personal Characteristics:

- Strong negotiation skills.
- Excellent analytical, problem solving/decision making skills; ability to make timely, effective, fact based decisions.
- Strong interpersonal skills and demonstrated ability to perform and produce results in multifunctional teams in a dynamic work environment.
- Proven ability to develop collaborative relationships and influence up, down, and across organisational lines.
- Strong team player.
- A 'can-do' positive attitude at all times.
- High levels of resilience and able to respond well under pressure.
- Attention to detail and good organisation/time management skills with the ability to work on own initiative.

Additional Comments:



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Interactions:

Created by: Scott Mclean

Date: 12/11/2021

Modified by:

Date:

Modified by:

Date:

Employee Signature:

Date: