



TBS ENGINEERING LTD
Hurricane Road, Gloucester Business Park,
Brockworth, Gloucester. GL3 4AQ

Job Description

Position: Buyer

Responsible to: Procurement Manager

Direct reports: N/A

Responsibilities

The successful candidate will work to define sourcing strategies for a range of commodities, and will be responsible for the **identification, introduction and formal approval** of suitable supply chains to meet business needs assessing **capability, capacity, risk and cost**. The role includes the need to negotiate and document **suitable supply agreements** and to **lead supplier quality audits** to ensure performance measures are achieved.

The role includes the operational activities of order placement, parts expediting and the resolution of any queries relating to purchase orders placed.

Job Description

- Source parts from suitable suppliers to meet the commercial and technical needs of the business.
- Place purchase and expedite orders to fulfil MRP and project demand.
- Develop and manage suppliers for assigned commodities to ensure key performance levels are achieved.
- Develop commodity strategies to ensure capacity, capability, quality, cost and supply chain risk are understood.
- Identify the need for sourcing projects and implement activities identified to
- Perform supplier approval activities as required.
- Maintain MRP part and purchase order information.
- Ensure invoice queries are resolved to allow payment can be released in line with agreed terms.
- Effectively communicate with other departments including production, design, stores and accounts.
- Provide supplier support and be prepared to travel on site as required.
- To identify opportunities for process, productivity and quality improvements.
- To adhere to and always apply all workplace management rules consistently.
- Develop effective relationships with all internal and external stakeholder, customers and suppliers to ensure best outcomes for TBS.
- Embrace the values of TBS Engineering & Berkshire Hathaway and live these by example, consistent with corporate policies/procedures and legal obligations, both in the UK and overseas.
- Ensure that all Company policies and procedures are adhered to within operations area including Berkshire Hathaway's ethical policies.

You may also be required to undertake additional tasks or duties from time to time and which are reasonably within your capabilities.

Person Specification

- Have a minimum of 3-years purchasing experience within engineering procurement
- Ability to react to changing requirements and the vision to plan supply chains for upcoming requirements.
- Experience with MRP/ERP systems
- Able to travel with full clean driving licence, or equivalent.
- Receptive and adaptable to change.
- Excellent communication skills with local suppliers and TBS Management.
- Proficiency in Microsoft Office Suite.
- Ability to read and interpret technical specifications in order to determine appropriate manufacturing methods of complex machined and fabricated parts.
- Broad understanding of a range of commodities including machined parts, simple and complex fabrications, transmission products, Electronics and linear drive products.
- Analytical, detailed, and accurate individual with skill in work planning and problem-solving.
- Experience and capability to conduct all aspects of supplier identification, qualification, and supply chain performance management.
- Strong business-acumen
- Ability to plan and think strategically.
- Self-motivated and team oriented.
- Highest level of integrity and ethics
- Planning and prioritizing activities
- Goal oriented.
- Excellent time management and organizational skills.
- Equally effective working independently as with others through respect, diplomacy, and cooperation.

If you wish to apply for this position, please submit your application and CV to hr@tbsengineering.co.uk.