

Job Description



Job Detail

Job ID	
Job Title	Buyer - Procurement
Location	RAF Cranwell
Job Level	
References	
Summary	The Buyer role primarily coordinates the purchase of Aircraft components, domestic and overseas shipping requirements for all base locations. Additionally, the role supports the wider organisation Procurement activity.

Qualifications, Experience and Competencies Required

Essential Experience/Qualifications

- Previous Procurement or Buyer Experience
- ERP Systems e.g. RAL, SAP, AMIS, IAS, Aerotract, AMOS
- Managing Data of multiple sources and ensuring a single joined up message is relayed within a managed time frame
- Analytical Skills – Ability to summarise and present data succinctly.
- CIPS or working towards if already have level 3 or 4
- Ability to build and maintain strong working relationships
- Effective communication skills

Desirable Experience/Qualifications

- Commercial experience/exposure in a medium to large corporate/Engineering/Manufacturing/Defence Sector.
- Experience of designing and implementing supply chain strategies
- Experience of working with periodic moments of high intensity to meet deadlines.
- Good time management – the ability to organise and manage multiple priorities.

- Knowledge of UK Import/Export procedures and International Export compliance

Essential Technical Competencies

- Administrates the raising of orders required to support the Affinity Operations.
- Reviews vendor quotations and negotiates on price and lead time with suppliers and manufacturers where possible
- Evaluates potential suppliers through an Affinity process.
- Coordination of import/export compliance activities.
- Accurate record keeping and updating of the company demands and orders
- Efficient and effective communication of tracking information to customers.
- Review and auditing of freight invoices prior to payment by the finance department.

Essential Non-Technical Competencies

- Hold Safety as a core value and contribute to the achievement of a Zero Harm and in an incident/injury free environment through active participation in all safety programs relevant to the position and within the Supply Chain.
- Willing and able to support the departments out of hours AOG support function on weekdays and weekends, subject to agreement with the Procurement Manager.
- Liaising with other functions (i.e. Commercial, Quality, Finance,) to ensure completeness of relevant Affinity processes
- Takes personal responsibility for own actions
- Able to travel UK and internationally

Core Responsibilities and Duties/Skills

General

- Creation of Purchase and Repair orders relating to parts required for either scheduled or unscheduled maintenance.
- Identifies potential suppliers for the Business who may be able to offer new products in accordance with program requirements.
- Responsible for assisting procurement activities for all type of Affinity Aircraft at location(s) and other key support services/areas as required.
- Primarily co-ordinates the provisioning of aeronautical parts, standard parts and raw materials in support of line operations, base maintenance activities and internal workshops.
- Ensuring continuity of supply, negotiating at the optimum cost price and expediting delivery dates to ensure deadlines are met.
- Maintaining records on all management systems.
- Appropriately reacts to "Aircraft on Ground" requirements as required to ensure on time delivery.
- Developing and maintaining supplier relationships on a day-to-day basis to ensure effective business integration and functioning.
- Co-ordinates the resolution of difficulties associated with quality, delivery non-conformance from suppliers and supports Finance with invoicing issues.

- Responsible for planning, organising, leading and controlling all Affinity imports and exports.
- Liaison with suppliers, repair agencies and freight forwarders.
- Preparation for and response to all audit requirements including but not limited to HMRC & ECO.
- To review all trade compliance documentation as requested by the Procurement Manager.
- Coordinates long term review of Rotable removals and the provisioning thereof from maintenance, repair and overhaul supply companies approved by Affinity.
- Support the team in creating and implementing buying strategies which meet program objectives.
- Perform tasks commensurate with level of responsibility, including supporting other functions.

The above is not an exhaustive list and you may be expected to perform additional duties that fall within your skill and competence.