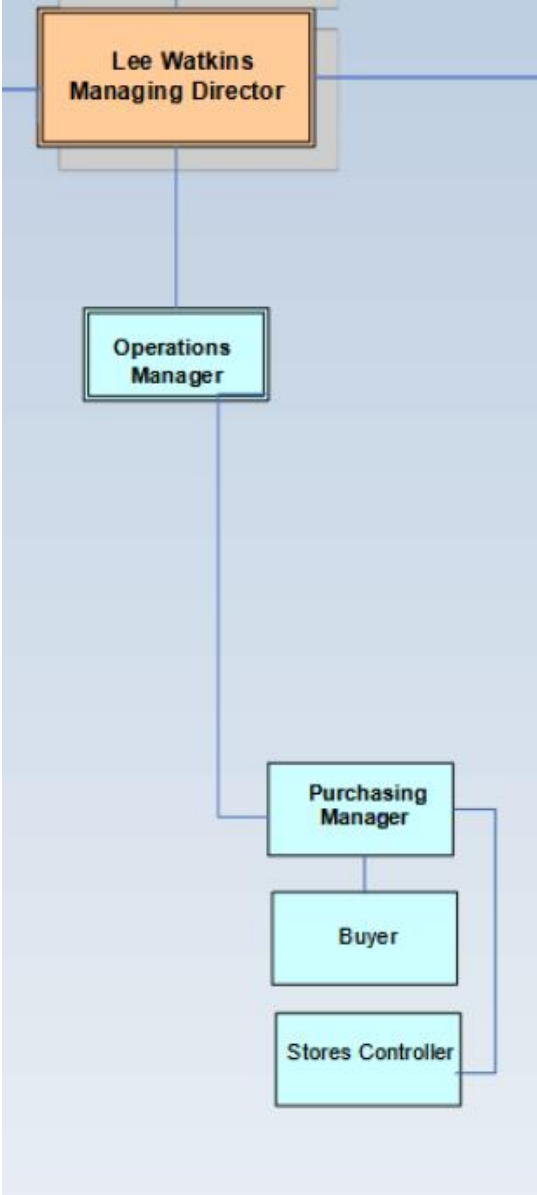


Engineering Buyer

Reports to: Purchasing Manager

Organisational chart (vacancy for additional Buyer):



The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business.

Position Summary

The Engineering Buyer will primarily be responsible for:

1. Purchasing activities to ensure the delivery of goods, equipment and services to sustain profitable company production to the required standards of quality, cost and delivery.
2. Ensure OTIF, best cost for the supply of parts, equipment and services thereby ensuring a robust and risk-free supply chain.
3. Participation in annual stocktake including counting and stock adjustments.

Main Duties:

- Issuing of formal RFQ's/Purchase Orders/Supply Schedules based on specifications & quality plans.
- Ensure the timely delivery of goods, parts, equipment etc. to ensure the workshop build team can achieve deadlines.
- Review of requirements and specs to ensure they are complete and correct & that certification, where appropriate, has been specified.
- Deal with queries relating to delivery of parts/services, invoice queries, short term deliveries etc.
- Regularly report on issues that may have an impact on the workshop build schedule.
- Research and select approved suppliers who conform to company quality, delivery, certification and cost specifications.
- Negotiate with suppliers in order to ensure optimum beneficial costs to the company.
- Build good relationships with suppliers and colleagues.
- Prepare quotation and contract documentation and review quotation and contract submissions.
- Ensure all activities are carried out within budget constraints.
- Ensure all procedures are in accordance with Company approved standards.
- Goods inwards and goods outwards process.
- Receiving projects goods and services using Pegasus.
- Perpetual Inventory system and accuracy of stock data, including participation in the annual stock take.
- Liaising with engineering regarding potential BOM cost savings.
- Any reasonable task requested by Purchasing Manager or Senior Management.

Preferred Skills, Competencies & Experience:

- Ability to demonstrate a proven successful purchasing track record in a specialist bespoke engineering product environment.
- Purchasing skills & experience involving both technical & general purchasing activities & processes.
- Solid understanding of the Stores function.
- Have good IT skills.
- Sound knowledge of the energy industry (offshore, zone, environment etc.) in relation to legislative/certification requirements of CE Marking, ATEX and PED.
- Extensive knowledge and experience of bespoke capital engineering projects.

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Job Description



- Have high pressure pump, rotating equipment and offshore requirements experience and knowledge. (An advantage, but not essential)
- You will have a positive attitude, self-motivation & discipline, resourcefulness, ambition, initiative, confidence, honesty, enthusiasm & a willingness to learn.
- You will have the ability to communicate with people at all levels of business & establish good working relationships with a wide range of people.
- You will be commercially competent with sound negotiating skills including analysis of supplier T&C's and suitable responses.
- You will be proactive in seeking out knowledge and trends within the industry.

Personal traits - The jobholder should:

- Be a team player.
- Be self-motivated.
- Be able to effectively manage financial/budget aspects of their projects.
- Demonstrate initiative and be eager to develop personally in support of company goals.
- Be keen to contribute to the profitability of the business.
- Be able to demonstrate accuracy and attention to detail.
- Hold a full car driving license.

Health, Safety, Quality and Environmental Responsibilities:

Calder Ltd operates an integrated Health & Safety, Quality and Environmental management system. The system complies with ISO9001 Quality Management, ISO14001 Environmental Management and OHSAS18001 Occupational Health and Safety Management Standards.

It is the employee's responsibility to review regularly and to be well acquainted with these policies and the procedures and local work instructions that apply to this position. Ignorance of procedures will not be accepted as an excuse for non-compliance with the Company's Health, Safety, Quality or Environmental requirements.

The following policies will be issued to you:

- **Health & Safety**
- **Quality**
- **Environmental**

(Additional copies of these policies are available in the Management System file or from your Manager)

IMPORTANT - As stated above:

All Employees have a duty to be fully aware of the requirements of these policies and to adhere to them at all times. If you have any queries regarding the application of these policies you must discuss them with your Manager.

DATE

Signed (Manager) _____

Signed (Post Holder) _____