



Job Description

Job Title	Buyer
Department	Purchasing and Supply Chain
Responsible For	No direct reports
Responsible To	Category Manager
Main Purpose of Job	<p>To ensure the service level to our customers is maximized through a combination of efficient purchasing, at the best possible price</p> <ul style="list-style-type: none">• Develop supplier relationships for a given product set: ensure suppliers always provide information related to deals and promotions and use this information to negotiate better deals. This relationship can be supported by regular meetings where necessary• To negotiate at any opportunity, to maximise margins, ensuring best price• Liaise with sales teams to communicate any issues arising with their orders• Clear and concise interaction with all company departments; notably the sales department• Ensure purchase orders are loaded correctly to enable quick payment of invoices• Ensure all changes to purchase orders are recorded on the system• Liaise with warehouse to ensure any issues can be resolved in a timely fashion• Provide cover for other members of the department as necessary and perform other tasks if requested from time to time by the Category Manager
Knowledge & Experience	<ul style="list-style-type: none">• Experience of working in a procurement role, ideally within IT (Understanding of core CDW vendors, beneficial)• Experienced in dealing with suppliers and contractors, and negotiations to ensure best cost and quality• Excellent numeracy skills• Excellent interpersonal and communication skills• Demonstrated ability to work well under pressure• Highly motivated with ability to work under own initiative, making decisions to benefit the business• Demonstrated attention to detail, time management and organisational skills• Microsoft Office skills, preferably including: Excel and Word but not essential



Job Description

Personal Attributes	<ul style="list-style-type: none">• Professionalism• Honest and hardworking• Self-Motivated and proactive• Excellent attention to detail• Proven record of reliability, responsibility and work ethic• Excellent organisational skills• Good interpersonal skills – ability to liaise with personnel at all levels and adapt style accordingly• Capable of multi tasking, efficiently managing time and resources• Ability to work to challenging deadlines• Have a desire for continuous development and improvement• A receptive, approachable individual who can provide and receive feedback in an effective, impartial manner• Willing to go the extra mile to ensure requirements are met and practices are followed• Able to identify, communicate and resolve issues that may cause risk to others or the company• Passionate about making positive changes and improving efficiencies• Good communication skills
----------------------------	---