

SF106 - Job Description

Job Title	Assistant Buyer – Services	
Reports To (Job title only)	Senior Project Manager	
Function	Services	
Purpose of the Role (Why does the position exist and what is the job about)		
To provide procurement and administrative support to the Caley Services team.		
Level of Supervision (Is the position closely, moderately or minimally supervised - please explain)		
Moderate. Required to be mainly self-starting and self-directed in terms of task completion, once priorities have been set by the Project needs.		
Job Responsibilities (Comprehensive detail of the job content)		
<ul style="list-style-type: none"> • Obtain competitive quotes in terms of price and delivery from supply chain for parts, sub-assemblies and assemblies as directed by Project Engineers and Purchasing Manager. • Placement of supplier PO's to ensure on-time deliveries • Identification of alternative supply sources to spread business risk and manage cash out for COS • Respond to supplier queries to avoid delay to delivery process • Procurement support to Renfrew for ad-hoc items to support build and test activities • Negotiate payment terms, when required and seek to minimize pro-forma payments • Maintain SAGE information as required for PR, PO, supplier invoicing, and booking in of stock items <p>In addition to the above, you will carry out any other duties supporting general administration support for the department. For example but not exclusive to, travel booking, supporting project documentation, ensuring good Housekeeping for all project documentation.</p>		
Line Management Responsibility? (If 'yes' please list subordinates' job titles)	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> • • 		
HSEQ		
<ul style="list-style-type: none"> • You will demonstrate a personal commitment to Health, Safety, Quality and the Environment. • You will apply Company and where appropriate, the group and / or Client's Health, Safety, Quality and Environment Policies and Procedures. • Maintain and embrace ownership of Company policies and procedures, and ensure that all HSEQ and Operational procedures as identified in the Company HSEQ Manuals are adhered to at all times. 		
Working With Others		
<ul style="list-style-type: none"> • You will work cooperatively with others and provide support to all colleagues to achieve identified shared business goals through effective teamwork. • You will communicate openly with others in the organisation, exchanging progress information freely. • You will propose and agree ways to improve tasks, ensuring interpersonal relationships are effective and support business objectives. • At all times, you will carry out your duties ethically, lawfully and respectfully. 		
Customer Interface		
<ul style="list-style-type: none"> • All roles in the Company contribute to a successful and profitable relationship with our customers. • You must have a thorough understanding of how your role contributes to the service our customers receive and, as a result, will appreciate the importance of adopting a professional approach at all times in carrying out your duties. 		
Financial Awareness		

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- You will carry out your duties in accordance with the Company's Policies in respect of good financial practices, ensuring all spend is necessary to achieve the organisation's objectives and is properly approved.
- You will understand how costs impact on profitability to ensure you're able to contribute to the business's positive financial performance.

Knowledge and Skills

Essential / Required	Desirable
<ul style="list-style-type: none"> Good understanding of the procurement process. Good knowledge of Procurement T&C's and negotiating same Commercially astute to get best price quotes from supply chain Ability to meet multiple deliverables on tight timescales Expedite suppliers to maintain or improve delivery times Inter-personal skills to successfully negotiate and manage supplier relations and protect the schedule and cost exposure for Caley. Organized person that can manage various tasks at once. 	<ul style="list-style-type: none"> Procurement experience from heavy engineering and manufacturing background Marine, O&G or Renewable sector experience would be very advantageous but not essential. Experienced in using Sage 200.

Minimum Professional, Academic or Other Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Procurement experience in lieu of any formal/professional procurement qualification. 	<ul style="list-style-type: none"> CIPS qualified Engineering qualification, HNC or above. Further education qualification, from HNC and above, preferably in engineering discipline.

Tools and Technology

Essential	Desirable
<ul style="list-style-type: none"> Knowledge of Microsoft packages (Excel in particular) 	<ul style="list-style-type: none"> MRP/ERP systems, particularly Sage 200

Special Working Conditions

(E.g. travel, offshore etc.)

- Requirement to travel frequently / for significant periods of time away from home.
- Other (provide details):

Other Comments

- This role has a key interface with Project Management.
- On occasion, this role may also be required to help cover Spares procurements needs.
- This role will include administration tasks to support the department.

Job Holder's Signature		Date	
Line Manager's Signature		Date	