

Job Description:**The Company**

Goodridge is the world's leading manufacturer of performance fluid transfer systems. We operate in the OEM, automotive, motorcycle, motorsport, defense and specialist industrial sectors as well as Performance and Motorsport. This dynamic private company manufactures in ten facilities globally and supplies customers around the world with a unique combination of design, innovation, reliability and outstanding service. Goodridge has a turnover of over £50m and operates globally with manufacturing and distribution operations in the UK, USA, Japan, Mexico and Europe, employing more than 420 people worldwide.

The Role

To act as Buyer covering the P&M Automotive, Retail and Motorsport categories of spend for Fluid Transfer Systems and associated products.

Key Responsibilities

The company has a wide range of customer specific requirements within its various business markets. The post holder is required to coordinate and execute the most difficult and demanding purchasing transactions. Responsibilities to also include handling the most difficult and unique purchasing issues, including the investigation of sourcing new and potential sources of supplies, preparing RFI's & RFQ's, and reviewing and analysing submitted responses. The post holder will also be responsible for interpreting procedures & process to support customer departments and suppliers. The post holder will also have a high degree of technical knowledge and expertise of the Company's products.

The key duties to include but are not limited to the following:

- Review and update MRP forecast co-ordination this process with sales / Commercial departments. Manage effective supplier relationships, balancing security of supply, cost effectiveness, commitment, and access to market innovation.
- Issue RFQ's and analyse quotations.
- Negotiate prices, terms and quality requirements.
- Develop, build and maintain appropriate working relationships with suppliers.
- Reduce the cost of purchased material and services providing year on year reduction of standard costs by undertaking appropriate analysis to identify cost improvement opportunities.
- Manage Supply Chain volatility and risk with regular assessment and mitigation.
- Conduct and manage supplier reviews; looking at long term supplier performance, service and full value analysis using KPI's and balance scorecard metrics.
- Facilitate the introduction of new potential suppliers whilst maintaining the strategy of reducing the supplier database through consolidation and leverage projects.
- Maintain supplier data, including pricing, contracts, review meeting schedules and relevant supplier up-to-date information.
- Ensure appropriate specifications and drawings are supplied to suppliers to support the Company's purchase orders.
- Promote a team attitude and encourage communication including sharing of best practice and other relevant information within the Purchasing team and wider stakeholder groups.
- Liaise between suppliers and relevant internal departments.
- Carry out effective reviews to identify supplier key issues and reporting findings accordingly to key stakeholders.
- Visit new and existing suppliers and maintaining good relationships with them.
- Uphold all Company procedures in respect of working, quality, and health & safety practices.
- Review supplier invoices and challenge suppliers if invoice charges are incorrect.
- Produce reports and statistics using ERP outputs and other market intelligence inputs.

- Attend internal & external meetings, and appropriate trade shows.
- Support the Group Purchasing Manager in special and any ad-hoc purchasing / sourcing projects as required.
- When escalated, resolve problems with purchase orders and invoices.

Performance standards

The job holder to be professional both internally and externally; constantly striving to improve efficiencies within the supply chain arena and the wider Purchasing Department.

Excellent standards of communication and relations to be maintained with all customer departments.

The post holder will carry out plans and objectives agreed with the UK Purchasing Manager

Reduce the cost of purchased material and services providing year on year reduction of standard costs by undertaking appropriate analysis to identify cost improvement opportunities

Always striving to go above and beyond customer expectations internally and externally.

Professional standards as set out by the Company are practiced at all times.

Skills & Experience

Successful background in purchasing within a manufacturing environment demonstrating coverage of the key fundamental aspects / responsibilities of the role as described above.

Highly numerate and commercially astute with strong negotiation skills.

The ability to drive new initiatives and deliver business improvements.

Excellent time management skills and ability to work in an organised and methodical manner.

Proficient user of Microsoft Work Packages such as Word, Excel, Outlook and Powerpoint.

ERP system usage.

Education

Good general education supported with GCSE's including Mathematics and English

Professionally qualified to CIPS level 4, or at least studying towards the CIPS Level 4 standard

Work Status

Full Time

Travel

This position requires travel.

Reporting

This position will operationally and functionally report to the Purchasing Lead.

Additional Information.

This role is subject to flexible working hours to suit the requirements of the Company. This role may be developed/ changed as and when necessary to take into account changes within the Company in line with the Company's goals, objectives and contractual and legal obligations.