

Category Buyer - Finished Goods

Department:	Purchasing	Location:	5 days a week at our Derby site
Reports To:	Head of Purchasing	Date of Last Update:	November 2021

Role Purpose

Pennine Healthcare are looking to recruit a Category Buyer within the Purchasing Department. The role is a new position within the company, to support the business further expand the product portfolio and improve service levels and product availability to our customers.

The role will be working as one of two Category Buyers within the Purchasing Department, each with their own area of responsibility. This vacancy is for the role of Category Buyer for finished medical devices purchased from our partners around the world, these critical medical devices are then sold into hospitals and healthcare trusts around the globe.

The primary function of the role is to ensure inventory levels are frequently checked, timely purchase orders are raised to local and international suppliers. The role is also to ensure shipments are organised and processed to arrive in a timely manner. The successful candidate will order to replenish and maintain healthy stock levels and/or meet our customers delivery dates, ensuring planned hospital operations go ahead as scheduled.

This role is a key part in the overarching company goal of servicing our customers on time in full, working towards a 99% OTIF throughout our supply chain, into our customer.

Key Responsibilities

The role is made up of the following areas or responsibility. Percentage indicates typically how much of your time should be typically dedicated to these specific areas of the role.

- **60%** = Inventory stock reviews, system updates, usages adjusted, supplier lead times updated and fluctuations in shipping time considered to maintain healthy free stock levels within our sole UK dedicated site in Derby.
- **30%** = Supplier management, follow ups, expediting and ensuring orders are on schedule to be despatched on time and in full.
- **10%** = General administrative duties such as updating internal and external reports, updating KPI results, communication to the sales and operational teams. The role will also require attending internal meetings related specifically to finished goods, representing the Purchasing Department.

General Responsibilities

- Working in a department and team of 6 people, you will be responsible for a portfolio of approximately £2m spend and 30 key manufacturing partners, all of which are producing important medical devices
- Internal communications to the warehouse to book in delivery slots, then customer service for updates on order arrival dates
- Ordering full container loads of medical devices, container volume utilisation and communicating the ready for shipment dates to internal team that handle shipments
- Work with International suppliers in accordance with agreed terms
- Cross training and offering holiday/sickness cover for the other Category Buyer
- Liaise with internal stakeholders on a regular basis communicating status updates
- Update supplier price lists to ensure true cost of purchase and sales are accurate
- Be available for training and communication meetings
- Work in accordance with company values and with the customer the focus of all activities
- Any other reasonable duties, as requested by your Manager, to meet the changing needs of the business

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Main Relationships/Contacts

- Purchasing Department
- Domestic and International suppliers
- Operations – Planning, Production and Quality Control departments
- Internal Sales & Customer Service departments

PERSON PROFILE

Experience, Qualifications and Role Specific Skills

Education / Qualifications	
Essential	Preferable
<ul style="list-style-type: none"> • Minimum of 4 GCSE's (or equivalent) at grade C and above including Maths and English 	<ul style="list-style-type: none"> • CIPS qualification or working towards • Higher educational qualification e.g., Degree/HNC/HND (or equivalent)
Work Experience	
Essential	Preferable
<ul style="list-style-type: none"> • Experience of working within a purchasing or materials planning role • Experience of using MRP systems • Strong Microsoft Office experience and skills 	<ul style="list-style-type: none"> • Demonstrated ability working within a Quality Management environment
Professional Skills	
Essential	Preferable
<ul style="list-style-type: none"> • Good interpersonal skills • Ability to handle difficult situations and work calmly under pressure • Professional telephone manner • Strong relationship builder • Excellent organisational skills 	<ul style="list-style-type: none"> • Exceptional communication skills • Excellent time management skills • Good attention to detail • Cultural awareness