

JOB ROLE	Buyer
LOCATION	Kiverco Global HQ, Dungannon, County Tyrone, Northern Ireland
REPORTS TO	General Manager
CLOSES	Please see online

ABOUT KIVERCO

Kiverco is a premium brand business with a strong reputation in the marketplace. You will be joining a successful business that prides itself in delivering high quality solutions with excellent customer service globally. You will have integrity and a fun, can-do attitude which will allow you to fit in with our well-established team. You will enjoy working in a fast-paced environment with strong planning and organisational skills with the ability to prioritise a heavy workload. As Buyer you will work closely with our internal team and external suppliers to help drive and achieve business growth in line with company strategy.

PURPOSE OF THE JOB

Purchase order processing of raw materials, component parts and assemblies for the Engineering/Manufacturing industry.

ABOUT YOU

You'll be an experienced, strong Buyer who is highly skilled at negotiating and maintaining a robust supply chain.

KEY ACTIVITIES

Sourcing of bespoke and production parts as required.
 Delivering optimum value in quality and cost through supplier negotiation and re sourcing.
 Managing supplier relationships, quality and performance for a supply base of 150 suppliers in line with ISO standards.
 Ensure that projects are delivered on time and within budget.
 Supplier negotiations for direct & indirect spend.
 Managing & setting inventory levels to meet production and spares demand.
 Implementation of standard operating procedures and best practice for purchasing.
 Liaising effectively with engineering, production, finance, spares and stores teams.
 Controlling end-to-end Supply Chain process.
 Verifying Invoice details and queries including pricing and quantity.
 Coordinating supplier delivery with production needs for a wide variety of parts.
 Coordinating shipping and plant hire to meet installation schedules.
 To perform the job in accordance with the company's policies and procedures, especially the Equal Opportunities and Harassment Policy.
 To perform any other duties as may be reasonably required from time to time in accordance with the assigned role.

ESSENTIAL CRITERIA

3 to 5 years' experience gained within a manufacturing / engineering environment.
 Effective project management skills.
 Proven ability to work to tight timescales and challenging contracts.
 Demonstrable experience of purchasing and negotiating skills.
 Excellent communication skills.
 Excellent IT skills notably MS Excel and Sage 200.
 Excellent problem-solving skills.
 Demonstrable ability to manage priorities.
 Excellent time management skills
 Demonstrable experience working in a fast paced environment with strong planning and organisational skills with the ability to prioritise a heavy workload.
 Ability to work on own initiative.
 Key to this role is the ability to work collaboratively with other team members.
 A genuine team player with an honest, dependable and supportive nature.

DESIRABLE CRITERIA

CIPS qualified or working towards a CIPS qualification.
 Comfortable working with, presenting to, and facilitating decisions among senior stakeholders.

REWARDS & BENEFITS

Excellent package in line with experience/capability.
 Company Pension.
 Company healthcare provision.

HOW TO APPLY

Please send a stand-out covering email plus tailored cv to paul.carolan@kiverco.com.

KIVERCO

KIVERCO.COM/EN/CAREERS