

CAREER OPPORTUNITY

JOB TITLE:

Buyer

REPORTING TO:

Procurement Manager



Background

Agilitas IT Solutions Ltd is the leading European innovator of customer driven inventory-as-a-service solutions. Passionate about delivering first class IT services on behalf of our customers, we have been helping the major OEMs, IT resellers and managed service providers extend their service capability and improve service delivery levels to their customers for over 25 years.

We manage spare parts inventories across server, storage and networking technologies and deliver complementing technical services to customers across 41 countries and to over 10,000 locations throughout Europe including cloud services, technical training, technical support, product repair and specialist engineering resource.

You will be an integral part of our procurement team reporting into our Procurement Manager. The role involves all areas of procurement, from product management, sourcing/purchasing product, and managing our network of partners ensuring best value and customer satisfaction. The successful candidate will be working in partnership with internal and external stakeholders delivering a high quality service in a professional and efficient manner.

Purpose

The Customer Support Co-ordinator works on the Customer Services team as the primary interface between Agilitas and our customers with the aim of delivering the highest levels of customer service to meet our contractual SLAs as well as commercial and satisfaction targets.

Critical Success Factors

- KPI's achieved for purchasing performance
- Actively manage Partner Network and Product lines
- Control impacting costs
- Contribution to Customer growth scope/volume of services, projects
- Excellent industry perception of Agilitas through strong relationships and vendor management

Desirable Success Factors

- I.T. Industry experience
- Procurement related qualification such as CIPS at level 3 or above – We can train candidate
- An understanding of Quality Management Systems
- A level; Degree level or MCIPS qualified

Main Duties and Responsibilities

PRODUCT PLANNING AND PROCUREMENT (60%)

- Facilitate best value stock procurement maintaining lean inventory levels using business systems
- Manage reactive workflow from both Sales and Contracts team
- Negotiating favourable terms and agreements with vendors, partners and service providers
- Processing purchase orders in accordance with company terms and conditions
- Establishing relationships with a global supply chain ensuring best value and compliance whilst promoting strong ethical and co-operative values

BID SUPPORT (20%)

- Supply market and product knowledge/pricing for new bids
- Facilitate sustainable, best value costing and innovative supply solutions for Sale
- Investigating Repair, Warranty, Manufacturer solutions
- Work with bid team on stock level and location planning in line with budget and Service constraints
- Assist with no win “post mortem” to identify improvement opportunities



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Main Duties and Responsibilities (cont.)

MANAGEMENT AND REPORTING (10%)

- Provide and report on KPI's for the department (purchasing effectiveness, reduced stock valuation etc.)
- Act on Excess and Obsolete (E&O) stock reports to provide strategies for future minimization and suggest tactical solutions for excess clearance back in to supply chain
- Other business analysis reporting related to procurement and inventory management as required

MANAGEMENT AND REPORTING (10%)

- Work with other functions to manage enterprise product part number database integrity
- Management of product costing database to improve bid response

Essential Qualifications, Skills & Experience

- Procurement experience
- Demonstrably strong negotiation and inter-personal skills
- Good commercial acumen and awareness of financial & budgetary terms
- Experience using ERP systems, Microsoft Excel and/or web based ordering systems
- Strong relationship management skills
- An active team player
- Excellent organisational and problem solving skills
- Evidence of exceeding personal performance targets
- Customer oriented

Benefits

As well as being a great place to work with a friendly and helpful team, we offer the following benefits:

- Competitive salary, dependant on experience
- 25 days holidays plus Bank Holidays
- Additional ½ day birthday holiday
- Cycle to Work Scheme.
- Death in service (2 x salary).
- Employee Cash Plan (including 24/7 Employee Assistance Programme, contribution to everyday healthcare and complementary therapies, 24 x7 access to Virtual GP, stress management, counselling, access to 1000s of retailer discounts)
- Regular away days and social events.
- Quarterly and annual awards.
- Invitations to award ceremonies and partner events.

We are based in Nottingham at Glaisdale Parkway which is situated on the west side of Nottingham located approximately 4 miles to West of the City Centre via the A609 and 4 miles from the M1 with convenient access to junctions 25 and 26. The area is very well connected for public transport with numerous bus routes in close vicinity.

