

Job description



Job title	Buyer - GSK	Date October'24
Reports to (title)	Supply Chain Manager - GSK	
Contract/department	GSK 3540 - Supply Chain	Revision 1
Location	Stevenage	

Job purpose

Describe the overall purpose of the job in two or three sentences.

This role forms part of the on site Supply chain team working on behalf of a major client and will be responsible for supply chain activity on the contract. They must ensure we deliver a robust and forward thinking supply chain solution to effectively deliver engineering excellence and a better world at work for our customers, colleagues and supply chain; and for the communities in which we work.

Driving value for money by leading all supply chain negotiations and ensuring we remain competitive with the right governance around the relationship to ensure performance standards are met.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Proactively manage and build relationships between the supply chain and operational teams
- Undertaking of competitive tendering activities across a range of Hard Service maintenance requirements to provide and demonstrate Value For Money (VFM)
- Provide clear lines of communication to ensure the operational business are aware of all strategic initiatives and tendering activities
- Working with our client and operational team/s to demonstrate best value, drive optimal performance and overall quality of service, ensuring compliance and governance
- Work and co-ordinate with EMCOR UK central procurement team and assist achievement of business supply chain objectives
- Ensure the correct use of appropriate contract terms and conditions on all orders and thereby reduce contractual risk
- Work alongside Quality & Compliance team, assisting with the management and close out of relevant CAPA's, Deviation's and Audit requirements

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- Processing of internal purchase order requests through company accounting system
- Follow up (where necessary) with GRN approvers to ensure invoices can be processed timely for payment
- Respond to all queries in a timely manner
- Liaise with all appropriate stakeholders to establish opportunities for supplier change where necessary, and manage process to completion
- Provide the Supply Chain Manager with accurate reporting data from relevant systems in a timely manner
- Review open POs periodically to ensure timely close down to allow for accurate forecast spend on open POs, updating appropriate GL date based on material/service delivery
- Obtain supplier invoices for completed works, if not received timely
- Work with site operational teams to ensure contractors are on site when required, and provide further support for overdue or near overdue tasks to allow completion on time
- Gather detailed and technical information related to contract needs, to assist in scope refinement and tendering opportunity
- To review and update with Subject Matter Experts (SME's) all contract Scope of works on an annual basis
- Assist central procurement in the the vendor approval process, ensuring GxP suppliers are captured, and new suppliers are added compliantly, aligned to the GSK system
- Work closely with the Planning/Scheduling Team to ensure all maintenance documentation is provided timely, and is both complete and accurate
- Source, develop and maintain relationship with suppliers
- Ensure GxP procedures are adhered to and relevant MyLearning training is up to date at all times.
- Ensure an improved and favourable perception of EMCOR UK as a business partner
- Work safely, highlighting any HSE issues and reporting Safety Observation Report (SOR's)
- To carry out all reasonable tasks that may be requested from time to time by the Client, Management or EMCOR Group (UK)
- To uphold and always promote the good name of EMCOR UK
- To follow EMCOR's Code of Conduct and comply with the Client's company rules and maintain a high standard of discipline
- Enhance and improve processes for efficiency and customer experience

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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Responsibility for delivering VFM across ~£1.8 million maintenance contract expenditure, with demonstratable evidence.
- Adjust annual contracts for new assets and removal of decommissioned assets
- Support annualised scope of works updates to maintain correct asset maintenance requirements

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Knowledge and experience of Supply Chain Processes, Systems and Supply Chain Methodology
- Experience in stakeholder management
- Management of internal customer relationships
- Numerical and commercial Competency
- Strong analytical and negotiation skills
- Excellent written, verbal communication and accurate keyboard skills
- Team Player – Work Collaboratively
- Pro-active approach to all activities
- Actively demonstrate behaviour in-line with EMCOR values
- MCIPS or working towards qualification preferred
- General Engineering & Technical Knowledge
- GxP Awareness & Understanding (preferable but not essential)

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- This job description is not an exhaustive list of responsibilities to be undertaken by the post holder and you may be required to carry out other duties, which are felt to be reasonable and commensurate with the post
- Valid full driving licence (occasional travel may be required to alternative sites / meetings)
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Job description



Line manager signature	
Print name	Head of Site Based Operations
Date	

Job holder signature	
Print name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	