

**JOB DESCRIPTION/PERSONNEL SPECIFICATION**
**JD No: 43**

<b>Job Title</b>	Electrical Buyer
<b>Remuneration</b>	<p>£TBA – Dependant on experience          Working hours – 40hrs / 5 days per week (1 hour for lunch)          Six month probationary period          30 holiday per annum (inclusive of Bank holidays)          Life Assurance *completion of probationary period x 4 times salary</p>
<b>Reporting To</b>	Bryan Campbell – FM Director
<b>Location</b>	Blackbourne Integrated M & E – Head Office ANTRIM
<b>Job Purpose</b>	<p>Blackbourne Integrated M &amp; E a leading Northern Ireland M&amp;E contractor seeks to appoint an experienced Administrator to</p> <ul style="list-style-type: none"> <li>• Control Electrical buying stock as required.</li> <li>• Ensuring that all aspects of the buying process are running smoothly and efficiently.</li> <li>• To purchase materials at best prices from Approved Suppliers.</li> <li>• To contribute to and participate in a Continual Improvement Ethos within the organisation.</li> </ul>
<b>Key Duties</b>	
<ul style="list-style-type: none"> <li>• Responsible for the timely placement of ordering materials to meet requirements from approved Suppliers</li> <li>• Ensuring the best prices; cost effective solutions and appropriate materials are purchased from Approved Suppliers</li> <li>• Pro-actively identifying potential suppliers and new material / products</li> <li>• Liaising and communicating with Approved Supplier Sales Representatives and building a strong professional relationship for negotiating the best price and delivery terms for the Company</li> <li>• Negotiating and agreeing the most favorable terms possible for the Company for ordering stock</li> <li>• Providing advice to Managers on predicted costs and supporting through the tendering process</li> <li>• Resolving errors and queries with purchase orders</li> <li>• Dealing with invoice queries, should they arise</li> <li>• Investigating and troubleshooting problems with purchase orders</li> <li>• Preparing and maintaining cost reports</li> <li>• Write and processing orders</li> <li>• Liaise with other team members and suppliers to solve problems or queries</li> <li>• Update prices and products within Navision purchasing System</li> </ul>	

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**Key Duties/Continued...**

- Ensure compliance with Company Policies: standards and Procedures
- Ensure compliance with the Company's Integrated Management System (IMS system) - ISO 9001: 2008, ISO 14001: 2004, OHSAS 18001:2007
- Ensuring compliance with Health & Safety and environmental regulations
- Any ad hoc duties deemed necessary by Management

**These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.**

**Personnel Specification**

**Essential**

- Previous experience working in the Electrical contracts industry as a buyer is similar position.
- High organisation skills, able to use initiative and to work in pressurised environment.
- Excellent verbal communication skills, with the ability to communicate clearly, effectively and appropriately with colleagues, suppliers and others at all levels
- Keen attention to detail.
- Computer literate able to use both word and excel applications.
- Be a good negotiator and enjoy dealing with people, whether by phone or in person.

**Desirable**

- Be able to make decisions under time restraints and achieve targets and work under pressure.
- Have a business-like approach, and use tact and diplomacy when negotiating.
- Be able to absorb and assess information quickly.
- Have the numerical skills to interpret statistics and make commercial decisions.
- Have good creative ability and an eye for detail.
- Have excellent business, planning and organisational skills.

**Additional Information**

Apply in writing by emailing your current CV to [bernadette.clarke@blackbourne.co.uk](mailto:bernadette.clarke@blackbourne.co.uk)  
Ensuring that you express details of how you meet the criteria of the vacancy.  
Closing date for receipt of CV's is Friday 3<sup>rd</sup> February 2012 at 5.00pm.  
We are an Equal Opportunities Employer.  
Please note we will not accept canvassing of recruitment agencies