

Requisition Number:

## Job Description.

HORIBA MIRA is a global provider of pioneering engineering, research and test services to the automotive, defence, aerospace and rail sectors. We work in close collaboration with vehicle manufacturers and suppliers around the world, providing comprehensive support ranging from individual product tests to turnkey engineering design, development and build programmes.

With over 70 years' experience in developing some of the world's most iconic vehicles, our engineers utilise the latest test facilities and simulation tools to make vehicles and journeys safer, cleaner, more efficient and rewarding. Our suite of 37 major test facilities, 100km of specialised proving ground and wealth of engineering experience, combined with our expanding international presence, means we are confident that we can achieve our vision – that by 2020 every journey in the world will be positively influenced by us.

Progress towards achieving our vision has been significantly accelerated through the creation of MIRA Technology Park, Europe's largest transport technology R&D cluster. By applying our advanced engineering, test and validation capabilities to our customers' challenging programmes, we are already shaping journeys of the future

<b>Title of Job:</b>	Graduate Buyer		
<b>Department:</b>	Procurement		
<b>Grade:</b>	3 K		
<b>Date Required:</b>	ASAP		
<b>Salary Range:</b>			
<b>Number Required:</b>	1		
<b>Location:</b>	Watling Street Nuneaton		
<b>Contract Type:</b>	<b>Permanent:</b>	<input checked="" type="checkbox"/>	<b>Contractor:</b>
<b>Responsible To:</b>	Head of Procurement		
<b>Subordinates:</b>	None		

Main Purpose of Job
As a Graduate Buyer the role will be responsible for the end-to-end supply and control of materials to ensure best price and delivery to support production schedules. With a strong commercial acumen and the ability to negotiate high value and complex requirements, you will liaise directly with the various departments across multiple disciplines to achieve the best sourcing solution to meet the business needs.

### Key Functions

- Support implemented procurement strategy as defined by the Head of Procurement.
- Provide commercial assistance to the Purchasing and Engineering functions to ensure best practise and compliance is achieved within the function and share knowledge with junior team members.
- Apply HORIBA MIRA sourcing policies, interface between suppliers and the business with regards to specification and budgets.
- Negotiate and engage with stakeholders and suppliers on new and existing projects and advise of impact of change on purchasing and production activities where variation to the original requirement or agreed specification has been communicated.
- Support negotiations to achieve business objectives and strategic direction .
- Manage costs and work directly with suppliers to improve processing times .
- Supply weekly project progress status reports to the Head of Procurement.
- Develop relationships with suppliers, support any audit requirement.
- Develop a continuous improvement ethos with the supply base, manage and document results.
- Undertake tasks to develop skills in purchasing goods, materials, components or services in line with specified cost, quality and delivery targets
- Willingness to develop skills by undertaking CIPS Advanced Certificate and Diploma qualifications
- Develop negotiation skills to negotiate contracts and terms of business with suppliers
- Work closely with others in the procurement function and review opportunities for continuous improvement
- Proactively liaise between suppliers and stakeholders to resolve purchasing supply issues, ensuring an accurate and timely provision of information and supply
- Raise and expedite purchase orders
- Understand or demonstrate an aptitude to learn the product categories assigned and how end-users interface with the products/services
- Help establish processes and procedures around governance, performance/ service optimisation and pricing

Essential Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> <li>• Good standard of Maths and English</li> <li>• Relevant business/commercial or manufacturing/engineering degree</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of an industry related professional body would be beneficial</li> </ul>

Essential Experience	Preferred Experience
<ul style="list-style-type: none"> <li>• Solid knowledge of all MS Office Products, proficient in the use of Excel, Word and PowerPoint</li> <li>• Full and clean driving license</li> <li>• Strong administrative experience</li> <li>• Supplier relationship management</li> </ul>	<ul style="list-style-type: none"> <li>• General understanding of Indirect Procurement</li> <li>• Awareness of Strategy development and implementation</li> <li>• Understanding of subcontract processes and processing</li> <li>• Audit awareness</li> <li>• Understanding of JCT and NEC contracts</li> <li>• Invoice reconciliation</li> </ul>

Essential Skills	Desirable Skills
<ul style="list-style-type: none"> <li>• Multi-tasking capability</li> <li>• Strong communication skills</li> <li>• Relationship management</li> <li>• Continuous improvement and problem-solving skills</li> <li>• Team player</li> <li>• Willingness to develop and grow within the Procurement department</li> <li>• Step outside of their comfort zone</li> </ul>	<ul style="list-style-type: none"> <li>• Technically capable</li> </ul>

What is the candidate likely to be doing now?
Recently completed a recognised university degree

Other information
<ul style="list-style-type: none"> <li>• Full training will be provided through the course of your employment although this is a challenging role, that requires an individual who can quickly grasp and communicate effectively across different disciplines with a combination of excellent problem-solving, time-management and analytical skills.</li> </ul>