



**JOB DESCRIPTION**

Job title	Buyer
Department	Supply Chain
Responsible to	Purchasing Manager
Team	No direct reports
Salary	Competitive
Hours	40 hours

**About the Company**

Our mission is to transform the way people live in cities. With over 16 million possible combinations of gears, colours, handlebars and accessories, we make more than just a bicycle, and we are more than just a bicycle company.

We continue to make the Brompton in West London, where we started in 1975, but our product has travelled far - we now export 80% of our bicycles to 44 countries. In the past 36 months we have invested in a new purpose-built production facility, transformed our digital architecture, opened new flagship stores and had our biggest product launch in company history and we're not stopping there...

To change urban living, we need passionate, innovative and talented people that want to challenge the status quo and make an impact.

**The role**

The ideal candidate will work within a technical or specialist area of expertise in order to continuously improve the quality of the service provided. The person in this role will be systematic and logical in their approach to decision making, ensuring that all the necessary facts and information are available and accurate, and the decision taken and acted upon has been carefully considered.

The successful candidate will also be able to evaluate situations, calculate and reduce risk and provide quick judgement in any situation. They will be able to generate monitoring systems that identify whether the organisation is achieving their objectives and expected timescales; they will ensure that action plans are formulated and implemented. The person in this role will be required to provide support in order to help others achieve their results and meet objectives and complete necessary tasks.

The role requires a person that is capable of meeting people with ease, seeking opportunities and developing competences and expertise in both self and others in order to gain a satisfactory standard and deliver results within agreed timescales. The ideal candidate will provide specialist and/or administrative services which will benefit the organisation and lead to a high level of customer satisfaction, both internal and external.

The successful job holder should be capable of collecting information or data and imparting it to others. Whilst being adaptable by nature, they will be following all processes, systems and protocols currently in place. The role requires an individual who is persistent, logical, organised, and capable of approaching all dealings in a professional manner.

**Main Responsibilities**

- Placing purchase orders with suppliers
- Expediting purchase orders as and when necessary
- Looking for cost reductions
- Ensuring deliveries arrive on time
- Actioning and resolving of stock related issues with suppliers
- Checking that the correct quantity and type of goods have been received
- Receiving GRNs on the system

- KANBAN management
- Suggesting ideal KANBAN stocking levels
- Compliance with security procedures
- Collation of data regarding stock movements on a daily basis
- Input of this data by undertaking the correct processes in relation to a particular part number
- Assist in conducting stock checks/audits
- Provide assistance and cover when colleagues go on leave
- Using computerised systems, barcode scanners and other technology to record goods movement
- Liaising with suppliers, be good at managing supplier relationships
- Must have a hands-on approach
- Be familiar of relevant Health and Safety standards, and apply them in their day to day role
- An understanding/compliance to dignity and diversity in the workplace
- Work as part of a team and on your own initiative
- Excellent telephone manner
- Keen attention to detail
- Excellent at using MS office suit of packages and in particular Excel
- Punctual, Methodical & Reliable
- A can-do attitude
- Provide a wide range of solutions
- Be able to help procure NPD/NPI development work
- To attend training and meetings as and when required
- Any other jobs that may be deemed necessary by the Purchasing Manager

### Skills and Requirements

#### Essential

- The ability to demonstrate a solid purchasing background in a relevant environment
- Have at least 5 years' experience in manufacturing.

#### Desirable

- Purchasing Qualification/CIPS qualification

### Job Profile

Brompton utilises Personal Profile Analysis and Psychometric Assessments during the recruitment process to identify the behaviours and working styles required for each job function. Below are outlined the 4 key characteristics that are performed within a working environment. The generated job profiles will allow all potential candidates to decide if they would be successful in the advertised job role.

#### Compliance (High C)

- Thorough, disciplined and detailed working style is vital
- The logical and detailed analysis of data and processes are key component of this job.
- Complying with clearly defined processes and regulations will enable the job holder to operate effectively within this role, therefore the position will best suit those people who are naturally conservative and conventional.
- Cautious and detailed approach towards task completion is a requirement for succeeding in this role

#### Influence (High I)

- Social skills and positive attitude will constitute important contributors towards satisfactory performance.
- The possession of strong and inter-personal networks will be highly regarded.

#### Steadiness (High S)

- Patience, self-organisation and consistency are key performance criteria.
- Demonstrating sincere listening skills and an accommodating approach when handling negotiations and tasks are important traits.

#### Dominance (Low D)

- Successful Job holder will have the ability to work in a participative manner, for the benefit of the team and the organisation .

## Benefits

Brompton offers you a very excellent working environment with enthusiastic colleagues who get along very well, communicate and co-operate with each other. The working climate is informal, but we work hard. Next to good terms of employment Brompton offers you the opportunity to work in a responsible and challenging job within a dynamic, international and ambitious environment. We are all proud to be part of Brompton Bicycle; we all share the same passion and dedication to the company despite any differences in cultural backgrounds and skills.

- Huge discount on your very own Brompton (family and friends get discount too)
- Position to thrive. Whether you're early in your career or an experienced professional, Brompton provides you with everything you need to excel in your job and for personal growth. You will be actively encouraged to increase your skillset and to attend relevant events
- 20 days holiday plus Bank Holidays, rising the longer you stay with us
- Workplace Pension Scheme, Season Ticket Loan, Childcare Vouchers, Flexible Working, Cycle to Work Scheme to name just a few....
- Birthday Breakfast, Family Fun Days, Christmas Parties, London to Brighton Bike Rides, Charity Raffles, Volunteering with the local community all go towards creating a working environment that is fun and enriching

## How to Apply

If you feel that you fit within the Brompton team spirit and you can bring talent, innovation and enthusiasm to our workforce then please email your CV and covering letter to the People team, at [recruitment@brompton.co.uk](mailto:recruitment@brompton.co.uk). In the subject, please specify the role you are applying for. You are encouraged to submit when ready and not wait until the deadline.

*You should be advised that any applications submitted without a covering letter and CV will not be considered for the role.*

### **Applicants must have the right to work in the United Kingdom.**

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.