



JOB DESCRIPTION

Job title	Far East Buyer
Department	Supply Chain
Responsible to	Purchasing Manager
Salary	Competitive

About the Company

Brompton wants to transform cities. By providing the means to commute or explore with a bike that you can take anywhere and store anywhere we can make cities better places to live in. Our high-quality products, combined with resurgence in cycling, means that we are enjoying strong, sustained growth. If we are to continue to thrive we need to recruit great people who can contribute to our ambitious aims. We are a truly global company exporting 80% of our production to 45 countries around the world and intend to produce over 50,000 bikes this year; though we believe we're just getting started. We can offer you a job you won't find anywhere else.

The role

Responsible for the timely placement of purchase orders and delivery of materials to meet customer order requirements and maintain stock inventory levels within approved guidelines. The Far East Buyer will form an integral part of the Purchasing function in the achievement of Operational objectives. The candidate should have a strong background in purchasing and will be expected to take a proactive approach in reviewing current systems and procedures, making recommendations and implementing changes.

The Person

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 duties

- Placing purchase orders with suppliers in the Far East (Taiwan, China, Vietnam and Japan buying) and also other countries when required in accordance to forecast demands
- Ensuring inbound freight matches the purchase orders.
- Ensuring correct import documents are received from suppliers and sent to freight forwarder
- Completion of HMRC audit spreadsheet upon the delivery of every container to ensure that all commodity codes are correct, and the right duty is paid on all imports
- Working with the business systems to ensure the “Purchase to Pay” process is completed correctly
- Actioning and resolving of purchasing / stock / freight / import, related issues
- Dealing with account queries
- Ensuring the business stock levels meets the demand forecast
- Participating in special projects
- Ensuring the main KPI’s for the job role are met
- Supporting the NPI process and ensuring new products meet the NPI demands, including sourcing, supplier selection and QCD
- Supporting the Quality team in supplier related issues
- Actively engaging in the cost reduction programs and targets set by the business
- Looking for ways to “add” value at every stage of the process
- Maintain a good working relationship with the supply base
- Working with internal stakeholders to foster an environment of continuous improvements
- Any other jobs that may be deemed necessary
- Provide cover when other team members are away

Person Specification:

- Good communication skills at different levels of the business
- Keen attention to detail
- Punctual, methodical, adaptable and reliable

Key essential skill required

- Must be fluent in spoken and written Mandarin and English
- Numerical skills are an absolute must
- Work as part of a cross functional team as well as on your own initiative
- Must have a “hands on” approach and a can-do attitude
- An awareness of Health and Safety law and best practices
- Must be able to use Microsoft Office suite
- Must be highly proficient in MS Excel
- Must exhibit good interpersonal skills
- MS Office knowledge must be good
- Good negotiation skills
- Minimum 5 years working experience in a “hands on” role

Desired skills

- CIPS certified, desirable but not essential
- A working knowledge of manufacturing processes

Job Profile

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 cooperate 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 and embrace 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, increasing 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 . In the subject, please specify the role you are applying for. You are encouraged to submit when ready and not wait until the deadline. Please specify your salary expectations.

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.