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## JOB DESCRIPTION

<b>Job title</b>	NPI Buyer
<b>Department</b>	Purchasing
<b>Responsible to</b>	Purchasing Manager
<b>Salary</b>	Competitive
<b>Hours</b>	40 hours

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### 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 successful candidate will represent the purchasing function within the NPI process, ensuring all the new products developed by the in-house Design Team are delivered into production according to the project plan. The candidate would be expected to procure all the parts and services to meet the overall NPI Project Plan, whilst maintaining the financial requirements of the project.

The candidate would be expected to improve the overall quality of both the parts supplied and the Supply Chain itself. The selection, development and introduction of new suppliers and technologies is a key skill, whilst looking to improve the existing Supply Base.

This role will be an integral part of the NPI process and will require good communication and influencing skills to work across a multifunctional team. All tasks would be completed whilst adhering to all processes and procedures within the business.

### Main duties

- Identifying and introducing new suppliers and liaising with existing supply base.
- Introducing new technologies to the business
- Improving the existing Supply Chain
- Placing purchase orders with suppliers
- Developing and maintaining cost models that track the costs and deliveries to the project

- Reporting monthly the progress for all projects
- Developing Project plans and monitoring progress against those plans
- Expedite purchase orders as and when necessary
- Working closely with the Design and Production Team to ensure the best solution is chosen
- Suggesting improvement ideas to both teams
- Providing Supply Chain impact analysis
- Analysing data
- Attending training and meetings as and when required
- Implementing Long Term Agreements (LTA) and Service Level Agreements (SLA) with assigned suppliers where appropriate
- Work alongside the Supplier Development Team dealing with APQP and Project Readiness
- Any other jobs that may be deemed necessary by the Purchasing Manager

## **Skills and Experience**

- An awareness of Health and Safety law and best practices
- Must be able to use Microsoft Office suite especially MS Project and MS Excel
- Must exhibit good interpersonal skills to get along with co-workers and outside vendors
- Negotiation techniques - preparation, planning and execution
- Keen attention to detail
- Work as part of a cross functional team and on your own initiative
- Must have a “hands on” approach and a can-do attitude
- Punctual, methodical & reliable
- Providing a wide range of solutions
- Working experience within an ISO and ERP environment and culture
- Good knowledge of engineering, production and process techniques, including the ability to read and interpret engineering drawings.
- Fluent in English
- Good communication in a cross functional environment
- Excellent customer focus both internal and external customers
- Having worked in an NPI environment for more than 2 years

## **Education**

A qualification in a related Engineering field would be desirable, however the ability to demonstrate a solid NPI Buying background in a relevant environment is essential.

## **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.

- 20 days holiday plus Bank Holidays, increasing the longer you stay with us
- Workplace Pension Scheme, Season Ticket Loan, Flexible Working, Cycle to Work Scheme to name just a few...
- Free Breakfast every day and fresh fruit, Yoga classes, Running club, Birthday Breakfast with the Chiefs, Christmas Parties, London to Brighton and team bike rides, Charity Raffles, Volunteering with the local community all go towards creating a working environment that is fun and enriching

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).

**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.