

# JD007 Buyer

## What does Sil-Mid do?

Sil-Mid is a specialist supplier of adhesives, sealants, lubricants, and other specialist products into a large customer base primarily working in Aerospace and Aviation. Our business serves over 5000 customers in 110 countries and lists over 9,000 products. We operate to the highest level of quality and service to maintain our 5-star ratings from customers. In March 2021, GracoRoberts acquired Sil-Mid Limited to forge the largest aerospace focused and specification-driven speciality chemicals distributor around the globe. Headquartered in Arlington Texas, GracoRoberts is the single largest and most technically focused speciality chemicals distributor to serve the North American aerospace market. GracoRoberts are a full-service supplier of complex engineered materials for aerospace OEM and MRO segments, composites, electronics, and other advanced manufacturing industries.

## What does a Buyer do?

A Buyer is primarily responsible for the planning, selecting and purchase of goods and services to meet the requirements of the business. This is the acquisition process and is just one small part of the whole Procurement process. The Buyer is also responsible for managing the business spend using robust forecasting and cost reduction methodologies, supporting business operations through on demand and zero-defect supply, and protecting the business from risk by deploying a risk-based approach to our vendor selection and inventory management.

## Responsibilities

### Stakeholder Engagement

- Research, assess and prioritise both internal and external stakeholders' requirements to ensure expectations are met
- Communicate to internal stakeholders on procurement and supply matters
- Deliver customer service and stakeholder satisfaction for procurement and provide continuous improvement

### Product Sourcing

- Mitigate risk through secondary supply options
- Evaluate potential supplier commercial capabilities
- Negotiate with suppliers to promote effective procurement
- Ensure compliance with legislation and regulations for supplies from international sources

### Supplier Relationship Management

- Work closely with key vendors to develop clear objectives and strategies
- Define and agree upon KPI's to assess quality, performance, cost, and delivery with suppliers
- Evaluate data from these set measurements to make considerations for procurement and take action to improve supplier performance

### Inventory Management

- Evaluate historical and forecasted data to help formulate replenishment options and make recommendations to achieve optimum serviceability
- Take action to reduce waste whilst mitigating any negative impact on service levels
- Contribute towards strategic long-term inventory planning and budget

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## Person Specification

ESSENTIAL	DESIRABLE	
<b>Training &amp; Qualifications</b>		
Computer literate in IT Skills, Office, Microsoft Excel, ERP, and phone systems	CIPS Level 4 Qualification or training towards	
<b>Experience</b>		
Minimum 12 months experience working within Procurement for a B2B or industrial distribution business		
<b>Skills &amp; Abilities</b>		
Highly developed interpersonal and communication skills  Resilient and flexible to change, with an ability to manage high workload, conflicting priorities, and pressure  Takes a forward-thinking approach to the issues which will affect now and in the future.  Strong ability to deliver upon KPI's and business objectives		
<b>Personal Attributes</b>		
Good Team Player and enthusiastic  Demonstrates a positive attitude  Commitment to team and customers  Punctual and professional  Continuous improvement mentality  Empathy towards their customer		

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## Our Values

**Sweep the floor.** Do whatever it takes

**Solve problems.** Offer creative solutions

**Commit to quality.** Do it right

**Passion for growth.** Everyone owns our success

**Communication.** Share information with transparency and frequency

**Focus on relationships.** Stakeholders matter

**Data driven.** Make better decisions

<b>Reviewed Date:</b>		<b>JD007 BUYER</b>	
Manager		Employee	
Sign		Sign	