

JD052 Junior 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. This requires an exceptionally high quality of service and attention to detail from our sales team. Our business serves over 5000 customers in 110 countries and lists over 9,000 products. GracoRoberts acquired Sil-Mid Limited to forge the largest aerospace-focused and specification-driven specialty chemicals distributor around the globe. GracoRoberts is the single largest and most technically focused specialty 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 industry

What does a Junior Buyer do?

A Junior Buyer is primarily responsible for supporting the selection 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 Junior Buyer is also responsible for date management, pricing maintenance, day to day demand enquiries and stakeholder communication, ensuring agreed expectations are met.

Responsibilities

1) Stakeholder Engagement

- Prioritisation of both internal and external stakeholders' requirements to ensure expectations are met
- Communicate to internal stakeholders on key supply matters
- Deliver customer service and stakeholder satisfaction for procurement and support continuous improvement

2) Supplier Relationship Management

- Work closely with vendors to progress order requirements and maintain accurate lead times.
- Support corrective action in the resolution of delivery discrepancy.
- Support and report upon KPI's accessing quality and delivery performance

3) Inventory Management

- Evaluate historical data to support inventory replenishment options and make recommendations to achieve optimum serviceability

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Person Specification

	Essential	Desirable	Method of Assessment
Training & Qualifications	Computer literate in IT Skills, Microsoft Office, and phone systems	Educated to degree level	Examples of competence/certifications /1-2-1/PDR
Experience	Administrative role		References
Skills & Abilities	<p>Highly developed interpersonal and communication skills</p> <p>Resilient and flexible to change, with an ability to manage high workload, conflicting priorities, and pressure</p> <p>Takes a forward-thinking approach to the issues which will affect now and in the future.</p> <p>Strong ability to deliver upon KPI's and business objectives</p>		1-2-1/ PDR
Personal Attributes	<p>Good Team Player and enthusiastic</p> <p>Demonstrates a positive attitude</p> <p>Commitment to team and customers</p> <p>Punctual and professional</p> <p>Continuous improvement mentality</p> <p>Empathy towards their customer</p>		1-2-1/ PDR

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Company Values

Sweep the floor. Do whatever it takes

Solve problems. Offer creative customer solutions

Commit to quality. Do it right

Passion for growth. Everyone owns out success

Communicate. Share information with transparency and frequency

Focus on relationships. Stakeholders matter

Data driven. Make better decisions

Reviewed Date:		<i>JD052 Junior Buyer</i>	
Manager		Employee	
Sign		Sign	