



JOB DESCRIPTION

JOB TITLE:	GROUP PURCHASING MANAGER
NAME OF JOB HOLDER:	-
REPORTING TO:	GROUP CHAIRMAN
PRIMARY RESPONSIBILITIES:	<p>In conjunction with the Purchasing Team, ensure that all products purchased for Merton Group UK Ltd meet the specified criteria as laid down in the Company Policy Directive and that stock integrity is maintained.</p> <p>Understand and manage the activities of the Purchasing Team to ensure they are fully trained and utilised to maximum effect.</p> <p>Ensure that ongoing Purchasing projects and strategies are completed therefore making a measured contribution to the Company's performance and profitability.</p>

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Ensuring that the Purchasing Team carries out their duties and responsibilities as per their Job Descriptions.
2. Lead, coach and develop the Purchasing Team.
3. Liaising with all Departments as required regarding Purchasing related issues.
4. Purchase materials and equipment required by the Company at the optimum quality and price to meet Operational, Sales and Customer requirements.
5. Negotiate the purchase of materials and equipment required by the Company ensuring that these meet specifications and can be delivered at the correct time at the most favourable prices.
6. Maintain awareness of quantities of stocks, materials and equipment to ensure that there is zero tolerance towards stock shortages.
7. In conjunction with the Group Chairman, to be responsible for liaising with key Suppliers regarding all aspects of Buyer/Supplier relationships.
8. Responsible for negotiating agreements with Suppliers as designated by Group Chairman and for reporting accordingly as and when required.

9. To be involved in special Purchasing related projects with a focus on exceeding the initial targets set.
10. Discover and present product innovations for Company and Customer benefit.
11. Responsible for issuing Purchasing and stock related analysis reports.
12. Ensure the MGUK Management System is up to date and accurate regarding stock positions.
13. Lead on accuracy of all Product specifications held within the MGUK database to ensure the correct onward presentation of product data and supporting information via a variety of platforms both internal and external.
14. Attend the daily Operations meeting, as part of the Managerial Team, and to prepare the necessary Purchasing statistical information for presentation at the meeting.
15. To prepare Purchasing reports and present future proposals for the Company Plan.
16. To assist in the drafting and/or updating of Codes of Practice.
17. To be aware of all relevant ISO Procedures relating to Purchasing and any related functions.
18. Attend Directors meetings as and when required to report on Purchasing activities.
19. Drive departmental technical developments supported by inhouse I.T.
20. Advise of significant changes to market prices and trends and share information with relevant Company departments.
21. Any other reasonable duties requested by the Directors.

Signed for and on behalf of Merton Group UK Limited.

Signed by employee – confirming that employee is in agreement with details as laid out in this job description and will carry out duties and responsibilities at all times.

Name: _____

Name: _____

Date: _____

Date: _____