

## Job description

<b>Role title</b>	<b>EBME Service Support Buyer</b>
<b>Grade</b>	<b>Buyer</b>
<b>Reporting to</b>	EBME Senior Buyer
<b>Role duration</b>	Full Time

### Purpose of the role

#### Responsibilities

- Buying and performance managing service contracts as tasked by the EBME Senior Buyer and EBME Procurement Manager
- Managing the asset database records of all EBME/Biomed and Endoscopy Service Contracts
- Assisting in updating and publishing monthly performance reports
- Managing purchase orders for service parts from initial requirement, through to delivery and then payment
- Working with the EBME Senior Buyer to build relationships with suppliers and work with them to deliver measurable KPIs
- Any other duties as agreed with EBME Senior Buyer and EBME Procurement Manager

#### Resources/decision making authority

The EBME Service Support Buyer will have delegated responsibility:

- To release authorised POs
- Control / mandate material flow in support of priority orders

#### Key accountabilities

- Managing EMBE Service contract records
- Ensuring EBME service parts are procured in line with requirements from engineering operations
- Tracking high value parts procured in support of UKI operations

Performance indicators
<ul style="list-style-type: none"> <li>• Accuracy of EBME service contract records</li> <li>• Timely completion of POs</li> </ul>

## Capability profile

Qualifications	Essential	Desirable
CIPS qualified or working towards		✓

Skills	Essential	Desirable
Proven ability to work successfully in a fast-paced multi-disciplinary environment	✓	
Ability to communicate effectively	✓	
Organised with an attention to detail	✓	

Experience	Essential	Desirable
Experience of working in a Procurement environment	✓	
Experience of working with a complex database	✓	
Knowledge and experience of biomedical and endoscopy devices		✓

Languages	Essential	Desirable
English	✓	

## Mobility requirements

<b>Role location</b>	Theale, Berkshire
<b>UK travel</b>	Limited
<b>International travel</b>	None



## Other

### **DBS - Disclosure & Barring Service disclosure (formally Criminal Records Bureau disclosure)**

A DBS Enhanced Disclosure is required for all applicants.

The successful applicant must agree to an Enhanced Disclosure under the Disclosure Barring Service Records Bureau procedures. Employment will be offered to the successful applicant subject to a satisfactory Disclosure report.

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