

Job Description/ Specification

September 2021

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Position	Production Controller/Buyer	
Reports to	Group Procurement Manager	
Purpose of Role	To source, negotiate and purchase the supply of all products and materials required for a Project.	
Objectives for the Role (Alignment to 8S strategy)	<ul style="list-style-type: none"> Managing cost and value: measured through increased profit contribution and margin retention. Target £500k of efficiency savings in 2021 On time: products and materials are received to agreed programme. Completeness: deliveries are complete and right first time. Quality: products are manufactured/ supplied to the correct specification and quality standards. All activities comply with MiTek's management rules and policies. 	<p>Supports S6 Central Nervous System</p> <p>Supports S2 Connect with Builder/Influencer</p> <p>Supports S2 Connect with Builder/Influencer</p> <p>Supports S6 Central Nervous System</p>
Key Responsibilities	<ul style="list-style-type: none"> To source products and materials from suppliers that are approved for use in eConnect. To extract value and budgets from M-Net, compare and report cost and value reconciliation on each Project. To conduct mini tenders, etenders and negotiate better terms with supply chain in fulfilling purchases on Projects. To plan, produce buying schedules and proactively manage timely execution of purchases for projects, updating M-Net as required. To provide early warning of potential long lead in periods and mitigate these through working closely with the operations team and better planning. To select the most cost-effective sourcing route, working with the Procurement Manager to reduce cost whilst maintaining quality and achieving delivery dates. To take off materials from general arrangement drawings for long lead in products to ensure that delivery dates are achieved. Proactively manage project throughput, effectively communicating with Project Managers, Designers, Detailers and Site Teams. 	

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	<ul style="list-style-type: none"> • To confirm delivery times, dates, driver and vehicle information 48hrs prior to delivery. • To communicate details of site restrictions, delivery locations, contact details and means of off loading to supply chain in advance of delivery. • To support fabricators and supply chain capacity through advance planning and MRP. • To proactively confirm next day deliveries and collections to identify delays and react accordingly. • Provide quality information to the supply chain on expected service levels, quality and exit controls, fabrication drawings, call off and consignment requirements for those purchases where deemed necessary. • To provide the first level of problem resolution in accordance with the resolution process. • To resolve invoice disputes in a timely and accurate manner. • To complete and report non-conformity of any supply chain issues identified by the Project and investigate and report on the root cause and plan of mitigation. • Support the Procurement Manager in identifying and providing evidence of compensation events, back charges that need to be applied to the Supply Chain. • To review performance of Supply Chain in accordance with procedures and report identified issues to the Procurement Manager. • Visit Projects and Supply Chain as requested by the Procurement Manager. • To attend meetings as requested. • Support work winning opportunities as requested. • Provide timely and accurate reports as requested. • Other tasks that may be required to meet the business need.
<p>Delegation of Authority</p>	<p>Level 5</p>
<p>Management Rules</p>	<p>All activities must be authorised in strict accordance with the Delegation of authority.</p> <p>Any purchase that will impact the margin on a Project where the impact is £1000 or 2%, whichever is the smaller amount, must be signed off in accordance with the Notification of Loss process.</p> <p>To always post cost in a timely and accurate manner in M-Net in advance of any cost being incurred.</p> <p>To issue complete and accurate drawings, call off schedules to fabricators and general arrangement and fabrication drawings to installation teams on time.</p> <p>No retrospective orders.</p>

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Management Rules	<p>Do not share commercially sensitive information with any Supply Chain member other than through normal business practices.</p> <p>To issue Purchase orders within 72hrs of the instruction being sent to the Supply Chain.</p> <p>Comply with all Company Policies at all times.</p>
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Knowledge

Essential	Desirable
<p>Education and Training</p> <ul style="list-style-type: none"> GCSE Pass in English and Maths and/or 3 years' experience in a similar role 	<ul style="list-style-type: none"> Educated to degree level/ professional qualification or equivalent. CIPS level 3 or 5years experience in a similar role
<p>Knowledge</p> <ul style="list-style-type: none"> Purchasing experience Vendor management Performance management 	<ul style="list-style-type: none"> Steel products and fabrication Mezzanine Industry Construction Industry experience Lean manufacturing principles Category Management

Skills

Essential	Desirable
<p>Skills</p> <ul style="list-style-type: none"> Strong administrative bias Time management/ scheduling experience Commercial awareness Excellent IT skills, Excel, MS Office, Teams Numeracy 	<ul style="list-style-type: none"> MS Project or similar planning tools MRP, Forecasting, Capacity management Manufacturing experience Logistics Import/ Exports Languages

Attitude

Essential	Desirable
<p>Attitude</p> <ul style="list-style-type: none"> Ability to work under pressure to demanding deadlines Prioritize workload Confident & assertive Good verbal communication skills Empathy Professionalism 	<ul style="list-style-type: none"> Completer. finisher Strong negotiation skills Excellent written and communication skills Proactive not reactive Ability to work remotely or as part of a team.

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