



Job Description – RJ0029 Rev 01

Job Title: On Site Buyer / Planner
Department: Purchasing
Reports to: On Site Account Manager
Location: Customer Site

SUMMARY

Reporting to the On-Site Account Manager, an On-Site Buyer/ Planner is part of the onsite Rexel team, main function is order management from start to finish, ensure orders are delivered on time and followed up accordingly. This is to ensure that the Branch inventories are controlled to assist in the achievement of maximum possible growth and defined service levels, in line with Regional and Company targets.

DUTIES AND RESPONSIBILITIES

- Develop and maintain positive, collaborative relationships both with on site customer colleagues and with Rexel colleagues both on site and at the head office.
- Develop and maintain relationships with suppliers to ensure maximum commercial gain against defined purchasing objectives.
- Order management from start to finish, ensure orders are delivered on time and followed up accordingly.
- Carefully monitor deliveries and any past due shipments.
- Produce and analyse Branch and product performance statistics and make effective decisions and recommendations with regard to profiling.
- Monitor the computer system calculation of forecasts for on site stock, adjusting as appropriate (including placing orders) to ensure that automatic replenishment parameters are set to ensure excellent customer service at optimum costs.
- Negotiate and organise on site stock cleanses, identify and focus on problem stock and achieve targets for Aged Stock reduction.
- Monitor franchise activity and co-ordinate promotional activities.
- Collate and analyse supplier performance and market intelligence information for use in negotiation and supplier development meetings.

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- Provide a consistently excellent level of personal service.
- Consistently generate sales for the branch, both face to face and on the telephone by effectively using a range of techniques and resources.
- Apply the basic principles of margin management to generate sales.
- Ensure that company and market information is exploited in order to develop and maximise opportunities
- Be aware of plans for site and future business opportunities
- Work with suppliers on Debit note and invoices queries until resolved
- Escalate potential change controls on Eng spares to using area , set up meetings with vendors etc and area if required until resolved
- Manage Escalations on site , this should be an equal onus approach until resolved , keep in the loop
- Clean down Rexel invoices so that they can be paid by due date to Rexel UK Ltd
- Be aware of all of Rexel's Role's and responsibilities on site , i.e not just be aware of the job that you are doing
- Ensure Rexel training and site training are completed in advance of due date
- Action urgent requests in a timely manner , keep stakeholders informed with up to date info
- Attend meetings with customer stakeholders , Tier's etc, procurement MRB Finance
- Highlight success for Rexel on site
- Highlight any further training that may be required to do the job

QUALIFICATIONS

A third level qualification in a Purchasing related subject is essential.

EXPERIENCE

Several Years working in a purchasing role.

Experience of working with Microsoft Word, Excel and PowerPoint is essential

Knowledge of ERP systems is desirable

ADDITIONAL SKILLS

Strong team work background

Good knowledge of Microsoft Office packages including Word, Excel and Outlook is an advantage

Ability to work with detailed information in a structured fashion

Excellent communication and numeracy skills

Ability to follow both written and verbal instruction

Understanding of Health & Safety issues

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PERSONAL ATTRIBUTES

Conscientious and hardworking individual who has the ability to work effectively in a fast moving environment, whilst maintaining accuracy at all times

Ability to work to tight deadlines and to deal with several issues at once

WORK ENVIRONMENT

Office based

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