

Job description

Job title:	Buyer / Inventory Planner	Reports to:	Purchasing Manager
Number of direct reports:	0	Location	RIS Limerick
Role purpose:	Manage the purchasing process centrally for a number of products/suppliers to ensure company has adequate stock available to meet the needs of their customers. The duties and responsibilities of this position require and detailed knowledge of purchasing with attention to detail, well-developed organizational skills and excellent Excel, Word and Outlook skill		
Key accountabilities:	<ul style="list-style-type: none"> • Maintain ERP data for MRP calculation of forecasts for Inventory levels to ensure that replenishment parameters are set to ensure excellent customer service at optimum costs. • Develop and maintain positive, collaborative relationships with colleagues in the branch network and at the centre. • Negotiate and organise branch stock cleanses, identify and focus on problem stock and achieve targets for Aged Stock reduction. • Develop and maintain relationships with suppliers to ensure maximum commercial gain against defined purchasing objectives. • Collate and analyse supplier performance and market intelligence information for use in negotiation and supplier development meetings. • Provide a consistently excellent level of personal service. • Work with suppliers on Debit note and invoices queries until resolved • Action urgent requests in a timely manner , keep stakeholders informed with up to date info • Attend meetings with suppliers , Tier's etc • Ensure timely escalation, Review urgent orders with management. • Other ad hoc duties 		
Experience, Qualifications and Skills	<ul style="list-style-type: none"> • Minimum 3 years' buyer experience while managing a large customer base • Experience with ERP systems • Must be able to demonstrate good organisational and time management skills • Have good attention to detail and be able to prioritize • Excellent interpersonal skills and the ability to work as part of a team • Strong communication skills to deal on a regular basis with colleagues at all levels of the organization and in all functions • Able to respond flexibly and empathetically to customer needs, managing their expectations effectively showing high accuracy and attention to detail • Able to demonstrate conflict resolution skills • Ability to juggle different demands and switch between them as appropriate • Demonstrate problem solving skills and ability to work well under pressure • Excellent Excel, Word and Outlook skills • Fluency in English both written and spoken 		
Key Performance Indicators:	<ul style="list-style-type: none"> • Ensure MRP is kept up to date • Confirmation of Supplier orders • Work within stock valuation budget 		
Key contacts:	<ul style="list-style-type: none"> • Suppliers • Account managers, sales, customer service and finance department personnel. • Senior Management 		