

<b>Job Description:</b>	
<b>Name:</b>	
<b>Job Title:</b>	Supply Chain Buyer
<b>Department:</b>	Supply Chain
<b>Reporting To:</b>	Group Supply Chain Manager
<b>Behavioural Competencies:</b>	
<p><b>We pride ourselves on our attitude &amp; culture.</b>  <b>It is essential that our core behavioural competencies are met irrespective of job role.</b>  <b>Positive approach</b> - Works as part of a team, being helpful and supportive of others. Deals with problems with other team members effectively. Has a positive attitude and interacts well with others.  <b>Time Management</b> - Maintains effort until task is completed &amp; meets deadlines. Able to prioritise workload and balance conflicting demands. Understands the need for efficiencies in all areas and is pro-active. Cares about what we do.  <b>Professionalism</b> - Communicates effectively with internal and external customers, listens well to others and responds appropriately. Builds relationships &amp; is respectful to others. Maintains a suitable professional appearance &amp; is an ambassador of FILTERMIST INTERNATIONAL COMPANIES at all times.  <b>Quality &amp; Customer Experience</b> - Understands FILTERMIST INTERNATIONAL quality requirements and objectives. Is aware of internal and external customer needs. Has an active interest and pride in FILTERMIST INTERNATIONAL &amp; the service and quality we deliver.  <b>Continuous Improvement</b> - Understands the need for Continuous Improvement. Integrates new learning into existing skills. Is aware of the need for continuous learning, for development and improvement both Business &amp; Personal.  <b>Protecting People &amp; Our environment</b> - understands the importance of safety and welfare both internally and externally &amp; works to ensure we adhere to all regulatory requirements.</p>	
<b>Role definition:</b>	
<p>The scope of this role covers all aspects of managing and developing the supply base to support operational needs. Taking in to account price, quality, and delivery ensuring continuity of supply throughout the lifecycle of the product.  The successful individual will be personally responsible for ensuring continued supplier performance (delivery, cost, quality, responsiveness).  The role demands an awareness of commercial contracts and an absolute understanding of the importance of personal integrity in negotiations and discussions with suppliers.  The role requires a strategic and proactive approach to VE/VA activities and outsourcing opportunities to reduce efficiency and drive out unnecessary costs and long lead times from the supply chain.</p>	
<b>Key Skills/Attributes</b>	
<p>Ambition and stamina to grow within a dynamic Group environment  Team player no "I" in team  Extensive experience in a supply chain function within a manufacturing environment, greater than 5 years  Computer literate, advanced Excel skills and MS office tools  Ability to add value, reduce costs and make business improvements  Well-developed communication, negotiation, analytical and interpersonal skills.  Good knowledge of contract law</p>	
<b>Qualification/Experience</b>	
<p>Professional procurement qualifications (eg.CIPS) an advantage  Qualification in Contract Law  Recognised qualification in Import/Export preferred , or experience of working in an international Export/Import position  Experience of using Opera and/or Microsoft Dynamics Business System advantageous</p>	
<b>Key areas of responsibility, duties and the deliverables expected:</b>	
<p>Supplier management covering all aspects of supply, quality, cost and delivery  Manage suppliers through QBR and resolve high level issues regarding quality, cost and delivery  Ensure continuous supply of goods through best practice techniques  Create / Negotiate contracts and terms of business with suppliers.  Identify areas to improve operational efficiency, add value and drive out cost and risk from the existing supply chain.  Project Lead outsourcing and new product projects.  Prepare RFQ packages and analyse tenders received.  Continually review purchasing systems and processes and implement improvement where appropriate</p>	

**Remuneration & Benefits:**

Available on request

**Role Location:**

Telford, travel within the UK and overseas may be required.

**Why Filtermist?:**

Filtermist International Ltd, part of the Swedish [Absolent Group](#), has been established for 50 years and is the UK market leader for oil mist extraction. Our UK made oil mist filters are trusted by world leading manufacturers in more than 60 countries in industries ranging from aerospace and automotive, to food processing and medical device manufacture.

Our company has diversified in recent years by extending the products and services we offer through both organic growth and targeted acquisitions. In addition to Filtermist oil mist filters, Filtermist International is responsible for the following brands: [Dustcheck Ltd](#), [Cades Ltd](#), [DCS Ltd](#), [Ecogate Ltd](#), [Gallito Ltd](#) and [Multi-Fan Systems Ltd](#).

It is also the UK distributor for sister company [Absolent AB](#) and provides a UK wide installation and maintenance service, as well as CoSHH compliant LEV Testing for all makes and models of LEV systems.

We target excellence throughout all aspects of our businesses. We pride ourselves on operating an ambitious, fast growing and fast-paced company that offers a wide range of opportunities for employees due to ongoing significant growth.

We actively participate in lots of national funding raising initiatives throughout the year and support several charities, individuals and organisations that have direct connections with our employees. All employees can nominate causes close to their hearts for possible financial support.

We drive our businesses with key behavioural competencies that underpin how we do business - making all Filtermist companies great places to work.