

## JOB DESCRIPTION

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**ROLE:** European Buyer

**REPORTS TO:** Group Commercial Manager

**LOCATION:** Perivale, London

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### PRIMARY RESPONSIBILITIES

To purchase healthcare products required by the Company at the optimum quality and price to meet customer requirements.

### SECONDARY RESPONSIBILITIES

- Negotiate the purchase of products and quantities set out in the Company portfolio, ensuring that these meet specifications and can be delivered at the correct time at the most favourable prices.
- Order the right mix of products (easy and hard lines) to get both volume and margin.
- Liaising with suppliers/customers (internal/external) in order to ensure smooth operation throughout the whole purchasing process.
- Monitor purchase orders to ensure these are modified to meet changes in requirements.
- Maintain and manage up-to-date lists of suppliers/customers and pricing arrangements to ensure that the Company achieves the most favourable commercial terms.
- Monitor the performance of suppliers/customers and products to ensure that they meet the required standards on time delivery, quality, quantity and cost of suppliers.
- Prioritising the labelling of products according to sales requirements or individual peculiarities.
- Maintain an awareness of quantities of stocks to ensure that shortages are avoided.
- Report any significant supply problems to ensure that departments and functions are kept aware of potential difficulties.
- Improve and develop the business relationship with current suppliers as well as sourcing new ones.
- Travelling to and keeping regular contact with suppliers to maintain and strengthen the relationship in order to create loyalty, obtain better prices, improve payment terms, information sharing; whilst keeping travelling costs to a minimum.
- Achieve good understanding of the market and be informed of any changes. (ECMA no changes, price changes, new product launched, any market changes).
- Ensure that credit owed and due to supplier/customers are received on time.
- Research on new products and licenses obtained (prices, availability, usage) as per request.
- Provide holiday and absence cover when required, in other roles.
- Any other duties as required.

### ESSENTIAL EXPERIENCE

- Alongside English must be fluent in Polish & any other Eastern European Languages advantageous
- Buyer experience would be advantageous
- Valid European Passport (30% of this role is European travel)
- Proven Microsoft Office skills
- Excellent sales and interpersonal skills
- Proven time management skills
- Excellent communication skills
- Effective negotiation skills
- Customer Service skills
- Ability to work under pressure
- Able to work in a target driven environment



- Can work independently whilst being part of a team
- Uses initiative and is not phased by obstacles