

Job Title:	Buyer
Location:	Aberdeen
Responsible To:	Group Purchasing Manager
Direct Reports:	None
Review Date & Rev No:	April 2026

Purpose of Job:	<p>Procurement is one of the key areas within the Company. The role of the Buyer is to ensure efficient and effective management of the end-to-end order lifecycle, including sourcing, pricing, supplier co-ordination, delivery resolution and final close out of Purchase Orders ensuring that the procurement service meets the needs of Hydrasun and complies with the company policies and procedures.</p>
Key Areas of Responsibility:	<p><u>Responsibilities</u></p> <p>Managing the end-to-end order lifecycle, including sourcing, pricing, supplier co-ordination, delivery resolution and final close out of Purchase Orders within allocated Portfolio in accordance with the Company Business Management System with a key focus on PO Ownership. Activities include:</p> <p>Select appropriate suppliers for the materials to be purchased in line with Supplier Management Strategies</p> <p>Run and manage MRP report on a daily basis, placing any resulting stock orders in a timely manner</p> <p>Ensure all requisitions and pricing activities etc, are processed in a prompt and efficient manner, and within Company procedures</p> <p>Analyse and evaluate offers with regard to commercial and contractual issues and adequately address technical issues/evaluation to technical department</p> <p>Good understanding of terms and conditions, ability confidently negotiate them with confidence and draft into Contract / Purchase Order</p> <p>Commit Purchase Orders in a timely and cost efficient manner, within limits of financial authority, against duly approved requisitions and with Hydrasun Approved Suppliers</p> <p>Ensure that order acknowledgements are in accordance with the Purchase Orders, that all orders placed meet the requirements, protect the interests of Hydrasun, are legally binding and cover all relevant terms and conditions</p> <p>Take actions wherever necessary to identify and mitigate risks and ensure that suppliers fulfil the Purchase Orders/Contracts</p> <p>Routinely monitor all confirmed orders with suppliers ensuring on time delivery and supporting the Expeditor as and when required</p> <p>Act as conduit between Suppliers and Hydrasun to advise internal customers of changes to product, pricing, delivery or lead time as well as availability of new product ranges or alternative products</p> <p>Ensure that all invoice queries resolved in line with prior agreement and any changes in accordance with financial approval limits</p> <p>Ensure effective communications are maintained between Customer Service Advisors, Suppliers, Goods In, Logistics and all other Operational groups as required</p> <p>Manage strategic suppliers and pricing agreements in line with Hydrasun's Supplier Management Programme. Maintain effective day-to-day supplier relationships, monitoring performance through system data to ensure accurate records and continuous improvement.</p> <p>Where identified as the action party close out all NCRs and CIFs in a timely manner</p> <p>Take initiative and drive processes to achieve targets relating to TCO savings and cost avoidance by means of negotiation, leveraging spending volume, competitive bidding,</p>

	<p>developing sourcing alternatives and utilisation of surplus materials</p> <p>Support business improvement / cost reduction initiatives</p> <p>Ensure all specific status reports are completed and issued in a timely manner</p> <p>Assist with other departmental tasks as directed by Functional Manager</p> <p>Administration</p> <ul style="list-style-type: none"> To fully understand the Purchasing department's targets and objectives. To provide any management reports and conduct any audits in a timely manner To maintain any filing up to date. <p>Continuous Improvement/Personal Development</p> <ul style="list-style-type: none"> To fully understand Company targets and objectives. To understand, agree and achieve personal objectives set by the Purchasing Manager. To adhere to all HSE Management System and QMS procedures To adhere to all Human Resource Management System procedures and take an active part in the Performance Management Process and the Competence and Training Programme. To participate in any duty rota which may apply To be a proactive team member and positively promote communication and information sharing across all levels 	
Interfaces:	<p>Internal: Customer Service, External Sales, Stores, Stock Control, QA, IT, Accounts, HR, Safety and Workshop departments</p> <p>External: Suppliers, Auditors and Freight companies</p>	
Qualifications:	Essential	Desirable
		<ul style="list-style-type: none"> Qualification in Purchasing methods
Experience Required:	Essential	Desirable
	<ul style="list-style-type: none"> Previous experience within a Procurement environment. Knowledge of a variety of Purchasing methods and procedures. 	<ul style="list-style-type: none"> Excellent negotiation skills. Experience with Hydrasun products or a similar range of products.
Skills/Training Competences:	Essential	Desirable
	<ul style="list-style-type: none"> The ability to communicate effectively with all levels of personnel both in writing and verbally. Competent in the use of Microsoft Word and Excel. Working knowledge and experience of ERP systems Excellent attention to detail. Ability to plan and organise workload, whilst demonstrating a flexible, "can do" approach to their work. Ability to use initiative to drive forward projects and procedures. 	<ul style="list-style-type: none"> Planning and scheduling skills.

Please note that you may be requested to undertake other duties from time to time and it is possible that your duties may change over time. You will be expected to cooperate with all reasonable requests, if the changes are deemed to be longer term then this job description will be revised.

Signature of Job Holder: _____
 Name in Capitals ()

Date: _____

Signature of Manager: _____
 Name in Capitals ()

Date: _____