

Job Description

Basic Job Information

Job Title	Buyer
Brand/Function	Finance and Legal
Department	Procurement
Job Grade	C/ C1
Location	Blakelands
Role Reports to	Procurement Category Manager
Direct Reports	0
Budget Accountability	No

Job Purpose

Responsible for supporting the Procurement Category Manager(s) in planning and executing sourcing strategies that drive value for Volkswagen Group UK (VWG), Volkswagen Financial Services (UK) (VWFS), VW Bank (UK) (VW Bank) and Volkswagen Group Ireland (VGIE) whilst aligning with local, regional & VWAG sourcing standards and policies.

Supporting the delivery of all key category and departmental performance results.

Key Areas of Responsibility

- Working under Procurement Category Manager direction, to create and implement sourcing strategies to deliver against cost, quality and compliance targets.
- Drafting and presentation of sourcing strategies to appropriate sourcing committees, including forums chaired by VWAG senior management and UK/Ireland Regional Sourcing Director. Sourcing strategies to include time plan, contract durations, sourcing approach and proposed bidder list.
- Sourcing of goods and services in accordance with the local, regional & VWAG policies and procedures.
- Plan and carry out commercial negotiations utilising both online and offline negotiation methods, both independently and with Procurement Category Manager direction.
- Define and deliver appropriate quoting and commercial structures for goods and services being sourced.
- Supporting the Procurement Category Manager with capacity planning and optimisation of resources within their category.
- Supporting the Procurement Category Manager to identify savings and compliance opportunities within the category, using spend and supplier analysis.
- Drafting and presentation of recommendation of award following sourcing activity to relevant sourcing approval committee, including forums chaired by VWAG senior management and UK/ Ireland Regional Sourcing Director.
- Alignment of sourcing approach and recommendations with Regional and VWAG Procurement management, with Procurement Category Manager support.
- Responsible for supporting the review of all new vendor set up requests, ensuring internal protocols are followed to satisfactorily address risk and compliance topics.

- Supporting the on-boarding of suppliers to the Group Business Platform (GLOBE) to enable sourcing activity.
- Support Procurement Category Manager(s) and lead (where appropriate) on engagement initiatives with peers in other RSC entities to effectively collaborate, share best practice and align on relevant opportunities.
- Support and coach stakeholders in relation to the Procurement process, helping to increase understanding and adoption throughout the business.
- Support Procurement Category Manager with the creation and delivery of their stakeholder management strategy.
- Provide consultative guidance to stakeholders to support their development and implementation of stretching Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) which will form a part of the stakeholder's contract management and governance process.
- Review and action purchase order requests in the K-SRM (VWG) and SAP FICO (VWFS & VWB) systems.
- Create & maintain call-off orders in the K-SRM system.
- Review and action framework order requests received via email from VWFS & VWB.

Compliance Responsibility

Working Relationships

- VWG, VWFS, VW Bank and VGIE Business Contacts and Contract Owners
- VWG and VWFS Senior Management/ Heads of Business
- K-BA (VWAG Procurement – Global Board Management Level)
- FH-FB (VWFS AG Procurement)
- RSC UK/IE Procurement
- RSC UK/IE Steering and Director
- VWG, VWFS, VW Bank and VGIE Legal Colleagues

- Foster productive relationships with stakeholders within VWG, VWFS, VWB and VGIE to maximise adoption to Procurement policies, reduce risk and drive value through the acquisition of all goods and services.

Skills

- Effective listening
- Resilient and self-motivated
- Word/Excel/Outlook skills (basic/intermediate)
- Ability to work as part of a cross-functional team
- Proficient stakeholder management skills
- Effective and confident communication and presentation skills – written and verbal
- Capable commercial negotiator
- Project management
- Strong organisation and prioritisation skills
- Resilient & self-motivated

Experience

- Experience in a Procurement role (indirect spend preferable)
- Experience of managing multiple projects independently & concurrently

Qualifications

- Degree level education or equivalent – commercial discipline or experience in prior commercial role(s)

Career Pathways

- Procurement Category Manager (VWG & VWFS)
- Regional Procurement Manager (RSC)

Version Control

Date	Version No.	Reviewed by	Comments/Action
October 2021	1	HR	
From 2021 onwards document version control is controlled via SharePoint, the latest version of this document will be held on the intranet and therefore this document is uncontrolled if printed.			