

Buyer

Basic Job Information

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

Job Purpose

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

Supporting the delivery of all key departmental KPIs.

Key Areas of Responsibility

- Working under Procurement Manager direction, to support the implementation of sourcing strategies that ensure cost saving and supplier performance targets are achieved or exceeded.
- Ensure that all awards for the supply of goods and services are sourced, recommended and approved in a timely manner and accordance with the local, regional & VWAG policies and procedures.
- Supporting the Procurement Manager with planning and optimisation of resources within their category remit to facilitate appropriate utilisation of capacity and proactive management of peaks and troughs.
- Conduct spend analysis to identify saving and compliance opportunities to their Procurement Manager(s) for execution.
- To present the relevant spends/requests of VWG, VWFS & VWB to the Local Sourcing Committee (LSC), the Regional Sourcing Committee UK (RSC), Pre-Meeting, & CSC BA (as appropriate).
- Responsible for supporting the review of all new vendor set up requests, ensuring internal protocols are followed to satisfactorily address risk and compliance topics, through to supporting the on-boarding of suppliers to the Group Business Platform (GLOBE).
- Support Procurement Manager(s) 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 Manager with the implementation and maintenance 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

Foster relationships to facilitate best practice sharing, collaboration and trust:

- K-BA (VWAG Procurement);
- FH-FB (VWFS AG Procurement);
- Other NSCs and other RSC UK entity Procurement contacts.

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

Skills

- Ability to build productive relationships.
- Articulate communicator and presenter.
- Methodical, analytical and disciplined.
- Capable Negotiator.
- Project management.
- Effective listening.
- Resilient and self-motivated.
- Word/Excel/Outlook skills (basic).

Experience

- Experience in a Procurement role (indirect spend preferable).

Qualifications

- Degree level education or equivalent – commercial discipline.
Or
- Experience in prior commercial role(s).

Career Pathways

- Purchasing Manager (VWG & VWFS)

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 Life Online and therefore this document is uncontrolled if printed.			