

Job Title:	Procurement Specialist	Position Type:	Permanent Full-time
Location:	KBRS Melksham		
Department:	Purchasing Department		
Job Description:			
Purpose of position:	Support the Logistical Control and Planning of a portfolio of stock keeping units (SKU) into the business.		
Training / Education:	<ul style="list-style-type: none"> • Essential: Minimum of 5 GCSEs, Grade 5 and above or equivalent including Maths and English. • Preferred: A Levels in STEM, working towards CIPS membership or HNC in Engineering. 		
Professional experience and /or qualifications:	<ul style="list-style-type: none"> • Preferred: Purchasing experience in an Engineering or Manufacturing Industry 		
Additional skills and requirements (IT, languages, extensive travel, Etc.):	<ul style="list-style-type: none"> • Experience of SAP or similar MRP system an advantage. • Demonstratable MS Office awareness and usage an advantage. • Flexibility to travel 		
Key Indicators	<ul style="list-style-type: none"> • D97 + OTDIF, • Shortage reports • ZDPO messages • Inventory metrics • BE Database Metrics 		
Key Competencies:	<ul style="list-style-type: none"> • Communication and People Skills: Team player that can communicate at all levels • Problem Solving: Risk controller and resolver for supply chain management • Analytical Skills: Attention to detail, produce or support reports in Excel and SAP, Trend Analysis, Forecast Planning and KPI's. • SAP/MRP: Updates for orders book management, Stock levels, Obsolescence, Spares, Exceptions and Reporting. 		
Responsibility for personnel:	None		
Indicative main responsibilities / duties (5-9 key outputs):			
<ul style="list-style-type: none"> • Support tasks associated with order book management within the Procurement Department in a regulated engineering environment, including stock and inventory control and expediting parts to achieve the on-time delivery target. • Material planning (release of purchase orders, registration of order acknowledgements, expediting, clarification of invoice differences) • Entry and maintenance of SAP master data, as directed by the Purchasing Team. • Work closely with suppliers to achieve a high standard of delivery performance, settling any questionable deliveries, with the appropriate internal department. • Monitors stock quantities, to achieve required service levels whilst improving the department's inventory turn rate. 			

- Provides daily communication and feedback to Logistic and Production Planners, Warehouse and Manufacturing operations, as to delivery dates, delays, and/or process problems.
- Interacts with suppliers in announcing increases/ decreases/ scheduling alignments or changes to the production requirements and assesses impact to supplier and manufacturing.
- Communicates with Customer Services department any known delivery issues/risks so our Customers are made aware of delays.
- Monitors the quality, quantity and other agreed contract conditions for the goods provided.
- Work with Strategic Buyer to resolve all Brake Enquiry (BE) database requirements for quotation and information.
- Works with the Supplier Quality Department and Quality Department to ensure that any defective part (or decreed Warranty Item) is returned expediently to the supplier for remedial action.
- Works with the Strategic Team for personal development opportunities identified by Mechanical Team Leader

Applying for this position:**By email:**

Please send your CV and Covering Letter to:

MLK.Recruitment@knorr-bremse.com

Please include the '**Job Title**' in the email subject.