

Job Title:	Procurement Team Leader – Mechanical	Position Type:	Permanent Full-time
Location:	KBRS Melksham		
Department:	Purchasing Department		
Job Description:			
Purpose of position:	Logistical Control and Planning to ensure all parts for OE, Projects and Aftermarket are available for delivery to the business.		
Training / Education:	<ul style="list-style-type: none"> • Essential: HNC/HND Engineering or Commercial qualification/CIPS Level 4/Modern Apprenticeship in STEM or Business. • Preferred: Degree in Engineering or Commercial qualification/MCIPS 		
Professional experience and /or qualifications:	<ul style="list-style-type: none"> • Essential: Minimum of 5 years buying and 2 years people Management in Engineering or Manufacturing environment • Preferred: Greater than 5 years buying and 2 years people Management in Engineering or Manufacturing multinational 		
Additional skills and requirements (IT, languages, extensive travel, Etc.):	<ul style="list-style-type: none"> • Solid knowledge of SAP or MRP • MS Office, Excel at an Intermediate/expert Level. • Ability to read engineering drawings • Track record of implementing change, continuous improvement and cost reduction • Flexibility to travel • Support and develop subordinate team members 		
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"> • Team Leader with the ability to take direction • Problem Solving: Risk controller, escalation point and resolver for supply chain management • Analytical Skills: Able to retrieve, analyse and give insight • SAP: Ensure team management of orders , Stock levels, Obsolescence, Spares, Exceptions and Reporting. • Project ownership, planning and management of key projects areas • Proactively engage in continuous improvement • Passion for best value 		
Responsibility for personnel:	None		
Indicative main responsibilities / duties (5-9 key outputs):			
<ul style="list-style-type: none"> • Delivers and executes defined purchasing operations in line with the purchasing strategies and guidelines. 			

- Manages a team to release timely purchase orders, registration of order acknowledgements, expediting, clarification of invoice differences in SAP
- Ensures the integrity and maintenance of SAP master data, as directed/initiated by change management.
- Establish and maintain relationships and point of escalation with suppliers and key stakeholders to achieve a high standard of delivery performance, settling any questionable deliveries, with the appropriate internal department.
- High focus on group KPI delivery including cost reduction, inventory and turn rate, delivers updates and actions to Head of Purchasing in achieving agreed forecast goals
- Coordinates communication and feedback to Logistic and Production Planners, Warehouse and Manufacturing operations, as to delivery dates, delays, and/or process problems.
- Interacts with Buyers and Head of Purchasing/ Stake holders in announcing increases/ decreases/ scheduling alignments or changes to the production requirements and assesses impact to supplier 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.

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.