



EV BUYER

2021

Reports to: Procurement Manager • **Location:** Colchester Office

Purpose of the Role

The EV Buyer has responsibility for the performance of a defined product portfolio and strategy. This is aligned to company strategic objectives in achieving sales, profit and stock efficiency targets. This includes accountability for product range, revenue, margin, stock holding and project delivery from a supply chain perspective.

Strategic supplier relationship management is essential to ensure supply base serves Replenishh's operating strategy in providing quality products with competitive terms that are successful in gaining market traction.

Key Accountability

The EV Buyer oversees the inventory and supply chain for the EV charging product range of over 2,000 products, ensuring stock turn and obsolescence targets are met, whilst maintaining and improving margin and overall supply chain performance.

Supporting Structure

The EV Buyer works in the Procurement team and reports to the Procurement Manager, while being supported and closely working with the Head of Replenishh and the Replenishh team.

Role Specific Attributes

- A technical background from an Electrical Engineering discipline
- CIPS Accreditation Level 2 or 3 desirable
- Experience from the Electrical Wholesale or Construction sector is desirable
- Experience with Microsoft Office Packages (Excel, Powerpoint, Word and Outlook)
- Strong verbal and numerical reasoning skills with a keen attention to detail
- Ability to work under pressure, multi-task and prioritise tasks with strict deadlines
- Understand the needs of the business along with the flexibility to change according to requirements

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Responsibilities

1. Support the Head of Replenishh in creating and implementing product portfolio strategy.
2. Continuous research and sourcing (window shopping) to obtain and analyse quotations ensuring best product and price at all times, benchmarking against competition and liaising with the Head of Replenishh.
3. Assist the Head of Replenishh and EV Sales Team with procurement requirements for projects/tenders.
4. Inventory Optimisation – ensure products are classified correctly to minimise risk. Conduct regular reviews of stock holding, trends, instigate and manage remedial action plans.
5. Drive supply chain improvements through continual analysis and liaison with Sales and Warehouse to ensure product packing and packaging is optimised. Drive supplier improvements against key metrics.
6. Negotiate best delivered cost and ensure recovery action of cost price increases to maximise overall margins.
7. Continually assess current supplier base with periodic reviews, reporting performance and initiate corrective actions.
8. Negotiate and agree contract terms with suppliers and measure compliance to agreed SLA's.
9. Review stocks to proactively reduce potential for back order and out of stock status.
10. Resolve invoice queries in acceptable time scales with the Finance Team.
11. Assist the Head of Replenishh with data and information for supplier reviews and vendor management.
12. Assist with the development of the Product Portfolio Plan and provide regular reports on the progress and performance of agreed actions.
13. Assist the Head of Replenishh with Gap analysis of existing portfolio, profile customer and sector needs, and deploy appropriate Sales and Promotional action plans.
14. Ensure relevant supplier product compliance and data is obtained for New Product Introductions
15. Assist the Head of Replenishh to guide the Direct Mail and Web Teams to produce successful marketing campaigns
16. Engage with and enlist new product brand/franchise opportunities.
17. Ensure cost price changes are agreed with Procurement Manager and Head of Replenishh, signed off and filed once first level price negotiation and benchmarking has been achieved.
18. Supporting the Head of Replenishh with data and content for the Replenishh Website, which includes liaising with the Technical team / Technical Authors and Data Architecture.
19. Daily management of existing purchase orders that relate to customer orders to ensure lead times are maintained in relation to customer expectations. Liaising with the EV Sales Team / Customer Experience where relevant.

Rapid Core Values

Great Attitude

- Bring energy to the team every day
- Motivate and inspire others with a positive outlook
- Build meaningful relationships with colleagues and contacts
- Address problems in a positive way
- Listen carefully, reflect and think broadly, with agility

Be Successful

- Prioritise own workload and be proactive in the pursuit of goals
- Accountable for own performance delivering business goals over personal gain
- Always set expectations and dependencies and deliver to them
- Diligent approach to the detail but not losing sight of the objectives
- Maintain a work/life balance and not be easily distracted

In a Professional Way

- Always punctual with a professional approach
- Dependable due to reliability, flexibility and integrity
- Exceed both customer and colleagues expectations
- Proactively communicate internally to enhance the success of our common goals
- Take pride in sharing your, or Rapid's success externally

With a 'Be Better' Mindset

- A high degree of learning ability, drive and ambition to succeed
- Confident and can articulate strengths and development areas
- Listen well to constructive feedback from line manager and give feedback with good intent
- Positive attitude towards shared goals and set challenging personal objectives
- Constantly look for innovative working practices and processes
- Belief in the ability for new technology to improve our environment and wellbeing

Quality – "Our Commitment"

Our Mission is to enhance the UK's engineering and manufacturing capability through 3 distinct customer sectors utilising Rapid's technical, supply chain and eCommerce capabilities.

The key to achieving this is by operating an Integrated Quality Management System (IMS) in accordance with ISO 9001: 2015, ISO 14001 and ISO 45001 and embedding a Continuous Improvement way of working and culture. It is expected that you understand how this commitment to quality affects your day to day role and how you can help to strive for constant improvement in this area.

Apply For This Job

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