

Business Overview

Assist the Procurement Department for a high-growth global £200m+ revenue business with manufacturing operations within the UK, Ireland, Netherlands, France, and Germany supplying international clients. Our solutions-focused manufacturing offers a whole range of products designed to simplify complex infrastructure projects.

Our market-leading brands, Cubis Systems, NAL, and FILOform, supply smart, safe, and sustainable product solutions to a range of construction sectors. Through innovation, we enable construction partners to optimise efficiency and safety through pioneering products designed for simplicity, speed, and reliability.

We stand together to reinvent the way our world is built through collaboration on breakthrough ideas that achieve tomorrow's solutions today.

Position: Planning Buyer (Maternity Cover)

Reports to: Head of Procurement

Role Overview: The Planning Buyer will be responsible for coordinating and optimizing the procurement Purchase Order process, ensuring timely availability of materials, and maintaining an efficient supply chain. The role requires a keen eye for detail, excellent data and organisation skills, and the ability to collaborate effectively with various stakeholders.

Key Accountabilities:

- Working within the processes and procurement standards of excellence within the business, demonstrating procurement service value to stakeholders
- Support the end to end ordering and tendering process within our Epicor/Sag ERP, Ariba and PDW systems.
- Purchase Order Management: Review and convert purchase orders based on ERP demand forecasts and inventory levels of all sites. Ensure accuracy in order details, quantities, locations and delivery timeliness.
- Day to day activity delivery which enables tenders and business units to run on deliveries
- Drive reporting and analysis from the Epicor/Sage and PDW systems
- Purchased Inventory Management: Monitor purchased party inventory levels to ensure optimal stock levels while minimizing excess and obsolete inventory. Escalate where requires ensuring necessary inventory control measures is implemented, prevent shortages and overstock situations.
- Supplier Coordination: Work closely with suppliers to confirm and track order deliveries, ensure data accuracy on ERP with correct Min/Max level, resolve supply issues, and communicate changes in demand. Foster strong relationships with key suppliers to ensure reliability and efficiency in the supply chain.
- Risk Management: Anticipate and address potential risks in the supply chain, such as delays, shortages, or quality issues, communicate and escalate to category and management team where necessary. Develop and implement contingency plans to mitigate disruptions to the business.
- Continuous Improvement: Identify and implement process improvements within the procurement planning function to enhance efficiency, reduce lead times and optimise costs.
- Collaboration with Cross-functional teams: Coordinate with internal stakeholders (production, despatch and quality control) to ensure seamless communication and alignment to procurement activities with overall business objectives.
- All other duties as deemed necessary by the Head of Procurement

Associated Responsibilities:

- Collaborate and manage internal and external stakeholder relationships
- Attend daily and monthly cross functional meetings
- Attend supplier meetings when necessary

Key Performance Indicators:

1. On Time in Full (OTIF) 98% for purchase parts/suppliers managed
2. Internal Customer service and Communication
3. P2P Clearance meets assigned target
4. Compliance with Procurement Policies and Procedures

Experience and Training:

- Proven experience in procurement planning or a related role.
- Strong Analytical and problem-solving skills.
- Excellent communication and interpersonal skills
- Proficiency in using procurement software and enterprise resource planning (ERP) systems.
- Knowledge of supply chain processes, demand forecasting techniques, and inventory management principles.

Essential Criteria:

- Bachelor's degree in business, Supply Chain Management, or a related field.
- Detail-oriented with a focus on accuracy in procurement data and order processing
- Ability to work collaboratively in a team environment.
- Strong organisational skills with the ability to manage multiple tasks and priorities concurrently.
- Proactive and able to adapt to changing priorities and requirements.
- Results-driven and committed to meeting procurement compliances and objectives.
- Keen to learn and committed to continuous improvement.

Essential Competencies:

1. Ensures accountability
2. Action oriented
3. Manages ambiguity
4. Collaborates
5. Communicates effectively
6. Manages complexity
7. Manages conflict
8. Courage
9. Customer focus
10. Values difference

*This list is not exhaustive and will be reviewed in line with changing business requirements, a good degree of flexibility and adaptability is critical to this role.

If you are interested in this role, applications can be submitted via recruitment@cubis-systems.com before **Friday 5th July 2024**.

We are an equal opportunity employer, which values differences in our people. We welcome applicants from diverse backgrounds, and we provide equality through our career development opportunities regardless of race, gender, sexual orientation, religious beliefs, nationality, age, and disability.

About CRH

CRH (NYSE: CRH, LSE: CRH) is the leading provider of building materials solutions that build, connect and improve our world. Employing c.78,500 people at c.3,390 operating locations in 28 countries, CRH has market leadership positions in both North America and Europe. As the essential partner for transportation and critical utility infrastructure projects, complex non-residential construction and outdoor living solutions, CRH's unique offering of materials, products and value-added services helps to deliver a more resilient and sustainable built environment. The company is ranked among sector leaders by Environmental, Social and Governance (ESG) rating agencies. A Fortune 500 company, CRH's shares are listed on the NYSE and LSE.

For more information visit: www.crh.com

