



hofer powertrain UK job specification

Job Title - Senior Buyer (Permanent or Fixed Term Contract)

Date position required:	ASAP
Reporting to:	Programmes Purchasing Manager
Reportees:	None
Salary:	Competitive
Benefits:	Pension
Site:	hofer powertrain UK, Titan Business Centre, Spartan Close, Warwick (CV34 6RR)
Applications required by:	ASAP
Application format:	CV

hofer powertrain – Part of the hofer AG (Group)

Established for 30 years and with 7 engineering centres in Germany as well as sites in Italy, Austria, America, China and now Warwick, UK, hofer powertrain provides automotive engineering expertise to many of the world's automotive OEMs, Tier 1 suppliers and automotive development companies.

Employing over 500 highly skilled personnel, the core technical capabilities of the hofer group include the design through to production of mechanical, electrical and hydraulic components, modules and systems for all sectors of the automotive industry. hofer has many designs in volume production and is a series production supplier to Tier 1's as well as being an approved supplier to the VW group.

As part of hofer groups global growth, and the continuing expansion of hofer powertrain UK, a vacancy has arisen for a senior buyer to join the business at the Warwick office. Reporting to the purchasing manager, hofer powertrain UK seeks a senior buyer with a minimum of 5 years' experience in purchasing of direct prototype and production materials, ideally with electrical experience.

The key functions of the role:

To ensure products / services are sourced in the most optimum manner in adherence with the group's sourcing strategy and departmental KPI's.

Prepare and implement sourcing strategies for key commodities.

To maintain a supplier base acceptable for delivery of both new and existing products.

Manage the commercial exposure and risks within the supply base, handing over to the Production Purchase Group at the agreed point.

Support the Material Control & Logistics departments to ensure Production materials are at the point of use in a timely manner.

To support the Programmes Purchasing Manager in the management of departments deliverables.

Key Duties / Responsibilities

Ensure supply contracts are negotiated in line with agreed sourcing and business strategies.

Ensure supplier contractual arrangements are appropriate in managing all potential risks to the business.

Conduct the appropriate tendering activities to provide the necessary information for management approval.

Ensure costs are controlled within the bill of material targets.

Management of the supplier(s) relationship to ensure adherence to quality cost and delivery targets

To assess and report on potential suppliers both technically and commercially ensuring minimal risk to the business.

To ensure all activities are undertaken in line with current policies and procedures.

To ensure adequate information interchange within Purchasing and all relevant departments.

To assist, advise, encourage, develop and motivate others as required.

To assist other team members when appropriate.

To handover the approved Production sourcing solution to the Production Purchasing Team, support the Production team as and when necessary in managing any business risk.



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Qualifications / Education / Experience required:

Educated to GCSE level or equivalent.

A minimum of 5 years demonstrable experience in automotive or engineering production purchasing environments.

Experienced in prototype component purchasing and material management.

Experienced user in all aspects of the APQP delivery process.

PC literate and able to confidently use MS Office products.

Experienced user of SAP business management systems.

Other beneficial attributes:

Certificate of Higher Education in Engineering / Business Studies and/or Chartered Institute of Purchasing and Supply.

Knowledge of manufacturing technologies, process and applications used within automotive powertrain products.

Understanding of the different manufacturing techniques used in transmission production or other powertrain related products.

Ability to read engineering drawing.

Experience in global sourcing.

Knowledge of German or other European languages.

Personal attributes:

Good attention to detail.

A positive attitude with a high level of self-motivation and self-reliance.

A willingness to operate outside their normal comfort zone.

Excellent team and communication skills.

Well organised and able to remain focused under pressure.