

JOB TITLE

Buyer

ENVIRONMENT

Christian Publishing, Supply Chain, Distribution, E-tail and MO/TO – UK office of global business.

VISION

This is a pivotal role in our company, as you will be responsible for the wise usage of £500k+ per annum (under the purchasing director). You will therefore play a key part in helping us make the most out of the limited resources God has given us, as we seek to serve Christ's church and honour his Son in our processes and our publishing.

WORKING HOURS

The post is full time (37.5 hours) based on 7.5 hours each day generally worked 9-5pm as core hours (with 1 hour for lunch). However, the post holder will be expected to work flexibly to cope with fluctuating workloads and the need to operate across global time zones in the best interests of the company and cost effectiveness.

KEY DUTIES AND RESPONSIBILITIES

PROCURING

1. print and production requirements (including bulk consumables);
2. third party stock;
3. office and warehouse machinery and maintenance services;
4. other third party services as may be required (e.g. building/cleaning contractors).

LIAISING (between all relevant parties, such as external suppliers, internal departments, global partners and offices)

- to implement the company's policies and goals;
- staying abreast of broader company and market activity to ensure procurement is suitable to need;
- making key contributions to project development, such that risks are managed and maximum benefits achieved;
- in formulating, monitoring, adjusting and meeting practical production timescales;
- to ensure global marketing mailings are on time and obtain best value distribution solutions.

FORECASTING

- levels of demand for products/services to meet the business needs and keeping abreast of stock levels;
- to support company budgetary planning and accounting needs;
- price trends and their impact on future activities.

SUPPLIER HANDLING

- developing new supplier relationships, and maintaining strong and enduring business relationships with existing suppliers;

- ensuring payments and invoicing is in order, and favourable credit terms obtained;
- sound assessment of best value in terms of ease of partnership, delivery schedules and quality provided for cost;
- ensuring effective execution of proofing process;
- monitoring and maintaining product standards and resolving quality breaches.

STRATEGIC DEVELOPMENT

- maintaining a current and comprehensive understanding of global procurement, including the impact on efficiency and economy for every part of the business and supply chain involved to ascertain where best to place products;
- driving economic efficiency and good practice in commercial decisions and strategy in all of the above.

REQUIREMENTS

ESSENTIAL

- excellent relevant references;
- 3 years+ in manufacturing procurement;
- experience of working both independently and highly collaboratively in the conception and execution of complex plans to meet challenging requirements and achieving excellent value in the process;
- excellent attention to detail and a high level of numeracy;
- strong negotiation, problem solving, planning, time management and organisational skills;
- ICT literacy;
- supporting academic qualifications and/or a very strong working history/references in relevant areas;
- proven resilience and a good work ethic;
- an ability to learn and retain information.

DESIRABLE

- currently spending £500k+ pa;
- from an environment which is fast-paced and professional;
- experience in management;
- has 5 years+ experience in buying;
- has 5 years+ experience in print and/or publishing;
- has experience with any of the following: project management, supplier management, negotiation, data analysis, finance, (global) logistics, distribution and fulfilment;
- is capable of managing the workload above, and within a year or two will ask for more!

SALARY RANGE

£25-35k pa + package (inc. phone)

OTHER DETAILS

Location: TGBC UK Offices, Epsom, Surrey

Benefits: Generous pension scheme, staff discount on all resources

Holiday: 20 days and extra leave for camps if desired

ABOUT THE GOOD BOOK COMPANY

The Good Book Company is an international publishing company dedicated to helping Christians and local churches grow. We believe that God's growth process always starts with hearing clearly what he has said to us through his timeless word – the Bible. We create and distribute user-friendly resources to the Christian community, with people of all backgrounds and denominations using our Bible studies, books, evangelistic resources and DVD-based courses. We want to equip ordinary Christians to live for Christ day by day, and churches to grow in their knowledge of God, their love for one another and the effectiveness of their outreach. Our UK team is based in Epsom, Surrey and we have a growing business in North America based near Washington DC.