

## Job description

<b>Role title</b>	Buyer – New Business Pricing
<b>Reporting to</b>	Head of Procurement
<b>Role duration</b>	Permanent

### Purpose of the role

Own and manage the procurement process for pricing new business enquiries relating to service contracts for medical devices. Negotiating service contracts and terms across a broad spectrum of assets inc. diagnostic imaging, biomedical equipment, endoscopes and associated equipment. Building long term relationships with suppliers and internal stakeholders.

<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Own and manage the procurement process for new pricing enquiries.</li> <li>• Work with internal colleagues to provide pricing for new business opportunities and operate within an agreed SLA. This will involve pricing either via our digital archive or by direct engagement with suppliers.</li> <li>• Maintain the pricing digital archive.</li> <li>• Maintain the contacts list for new pricing requests.</li> <li>• Provide monthly reports as agreed with Head of Procurement</li> <li>• Work with and support the Ergéa Contracts Controller to carry out analysis of service options of new service contracts.</li> <li>• Using the procurement online system, provide support for colleagues with negotiation and placing contracts.</li> <li>• Lead negotiations of pricing and terms of maintenance contracts relating to new service business</li> <li>• Follow the Ergéa SRM programme, with a focus on long-term sustainability, quality, and profitability.</li> <li>• Assisting the Procurement Service Manager and Head of Procurement to manage suppliers to ensure quality and VfM.</li> </ul>

### Capability profile

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
CIPS level 4 qualified or working towards	✓	
Project Management Qualification		✓
<b>Skills &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in Cost Management, SRM and Performance Improvement		✓
At least 2 years procurement experience	✓	
Knowledge and experience of medical devices and endoscopy devices.		✓
Experience of negotiating contracts	✓	
Proven ability to work successfully in a fast-paced multi-disciplinary environment.	✓	
Excellent communication skills both written and verbal	✓	

Appreciation of whole life cost management		✓
Ability to prioritise and manage time	✓	
Intermediate excel skills (pivot/v-lookup level)	✓	
<b>Languages</b>	<b>Essential</b>	<b>Desirable</b>
English	✓	

### Mobility requirements

<b>Role location</b>	Theale/Hybrid
<b>International travel</b>	Not required

### Other

#### Ergéa Quality Assurance and Environmental and Health & Safety

Comply with policies, and work to maintain a high standard of customer service and protect the safety and health of you, your colleagues, our customers and members of the public. Promptly raise any concerns regarding potential violations of the policies.

#### DBS - Disclosure & Barring Service disclosure (formally Criminal Records Bureau disclosure)

A DBS Enhanced Disclosure is required for all applicants.

The successful applicant must agree to an Enhanced Disclosure under the Disclosure Barring Service Records Bureau procedures. Employment will be offered to the successful applicant subject to a satisfactory Disclosure report.

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