

## **Role Description**

**TITLE:** Purchasing Officer  
**SECTION:** Supply Chain  
**REPORTS TO:** Supply Chain Manager  
**LOCATION:** IO Centre, Avonmouth

### **Position Summary:**

The Purchasing Officer will have responsibility for the procurement of raw materials, finished goods, office supplies and facilities maintenance services.

### **Key Responsibilities:**

#### **Chemistry Purchasing:**

- Taking, placing and following orders for raw materials, consumables and equipment for the Company chemistry group.
- Proactively liaising between suppliers and staff to resolve purchasing supply issues, ensuring an accurate and timely provision of supplies.
- Accurately maintaining the Company purchasing databases to high standards.
- Monitoring and reviewing purchasing budgets, undertaking cost/budget analysis, highlighting cost changes to chemists and chemistry management to assist with supplier choice.
- Negotiating with suppliers to obtain the best deal for individual products or longer term discount agreements.

#### **Supply Chain**

- Obtaining quotes and placing orders for finished goods for resale.
- Proactively liaising between suppliers and staff to resolve purchasing supply issues, ensuring an accurate and timely provision of supplies.
- Accurately maintaining the Company purchasing databases to high standards.
- Compiling product data sheets and entering scientific data on the Product Database with a high level of accuracy.
- Category management responsibilities for groups of products such as peptides – setting and monitoring budgets, negotiating purchasing terms and conditions and discounts.

#### **Facilities Support**

- Liaising with external contracted service providers regarding building maintenance and other services.
- Reviewing contracts (e.g. utility bills) to reduce costs.

#### **General Purchasing:**

- Taking, placing and following orders for the company, including stock items, consumables, office supplies, equipment and services.
- Proactively liaising between suppliers and staff to resolve routine purchasing supply issues, ensuring an accurate and timely provision of supplies.
- Accurately maintaining the Company purchasing databases to high standards.

- Monitoring and reviewing purchasing budgets, undertaking basic cost/budget analysis, highlighting cost changes to chemists and management to assist with supplier choice.
- Negotiating with suppliers to obtain the best deal for individual products or longer term discount agreements.

Other:

- Knowledge of company sales order processing to be able to provide cover in the Customer Services department as required.
- All other duties as assigned.

**Core Knowledge and Skills:**

- Purchasing experience (minimum of two years) and negotiation skills.
- Numerical and administrative skills for accurate order processing, supplier evaluation and technical data entry.
- IT skills – user ability with M/S Office (Word, Excel), the internet and Opera database or any other equivalent purchasing software.
- Excellent communication skills to build and maintain good relationships with suppliers and liaise effectively with management and staff.
- Confident telephone manner.
- Ability to produce concise and accurate costing reports for analysis.
- Good team and organizational skills.
- Self starter/autonomy.
- Although not essential, previous experience gained from working within a scientific environment would be an advantage.

**Contacts:**

Daily contact with:-

- Management and staff at all levels throughout the company.
- External suppliers.

**Job Dimension:**

A central support role with authority to place unsupervised routine orders to the value of £2000 and to a higher value as requested by management.

**Additional Information:**

Tocris' normal business hours are 9.00am-5.00pm Monday to Friday. Continuity of service during business hours is essential, therefore the freedom to take holiday at a time to suit will be subject to the need for minimum cover. Occasional out of hours work (including weekend work) may be required. The role may also require a small amount of local travel to Tocris sites and occasional travel to visit suppliers (possibly international).

The role is regarded as being of Professional and Managerial grade.

*NB: The above role description describes the principal purpose and main elements of the role as currently defined but it is neither wholly comprehensive nor permanent and is subject to regular review with your manager. The Company reserves the right to change your role description to meet revised business need.*