

Vacancy – Buyer

A new and exciting opportunity has come available for a Buyer based out of our UK (Bristol) Office. As this is a new role created due to continued and planned future growth and you will have the opportunity to improve and develop new systems.

There are some very aspirational growth plans so this is a really great time to be joining. We are committed to providing our employees a stable work environment with equal opportunities for learning as well as personal growth and we encourage creativity and innovation. Great importance is also placed on maintaining the health, safety and welfare of employees.

Job Summary

Provide excellent customer service to internal stakeholders. Support Geotechnical fleet operations. Conduct strategic purchasing from key and new suppliers to support the operating fleet requirements in our worldwide offshore Geotechnical operations.

Functions and duties

The duties assigned to the Buyer are varied, but will include:

- Prepare request for quotations in accordance with company procedures.
- Effectively negotiate with suppliers to achieve the best commercial position for Geoquip Marine.
- Invoice reconciliation.
- Ensure work is organised and filed for auditing purposes.
- Attend when necessary various project start date meetings and update calls
- Deal with credit controllers and customer services.
- Identify and report cost savings as directed.
- Identify and action opportunities in strategy chain resulting in improvements in efficiency and economics of the procurement department.
- Establish and build relationships with new and key suppliers.
- Establish and maintain a process for regular, effective, and efficient purchase order follow up and expediting. Follow up with suppliers with regards to short delivery or delivery notes not matching purchase orders.
- Support the logistical department as and when required.
- Any other duties deemed necessary, which are within the bounds of the incumbent's competence and function.

Qualifications and Experience

- Business Degree/ CIPS Qualified, or relevant qualification with demonstrable industry experience in an equivalent role.
- Track record of purchasing within a large international operation

We offer a competitive salary and benefits dependant on experience.

Ready to take on a new challenge in an international offshore company? Apply for the position you are interested in by sending us your resume and cover letter to careers@geoquip-marine.com with the vacancy title as your reference.