

Job Title – Programmes Buyer

Date Position Required:	ASAP
Reports:	None
Salary:	Competitive (Permanent)
Benefits:	Pension, 28 days holiday (+ bank hols), salary sacrifice
Site:	hofer powertrain UK, 2 Titan Business Centre, Spartan Close, Warwick, CV34 6RR
Applications Required by:	ASAP
Application Format:	CV and covering letter

hofer powertrain – Part of the hofer AG (Group)

hofer, established in the 1980's, is a privately owned, German based, automotive powertrain production design and supply company employing over 850 people within the Group. We work with many of the world's automotive OEMs, Tier 1 suppliers and automotive technology centres and have numerous powertrain components in production; including hofer designed electric motors and hybrid modules through to full dual clutch transmissions.

With numerous offices across Germany, Austria, Italy, America, China and the UK, hofer has a truly global presence allowing comprehensive support for powertrain system design and supply projects across all vehicle sectors.

- System supplier for complete automotive powertrain systems.
- Full electrical and mechanical capability from clean sheet through to quality accredited production.
- Specific sites setup to support a lot of the global OEMs.
- Production supplier for many of the current and future advanced powertrain systems and components.

As part of hofer group's global growth, and the continuing expansion of hofer powertrain UK, a vacancy has arisen for a Programmes Buyer to join the business at the Warwick office.

Reporting to the Programmes Purchasing Manager, hofer powertrain UK seeks a Programmes Buyer with experience in NPI activities in the automotive sector.

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 product.
- Work closely with Engineering to identify their ongoing and future supply chain requirements.
- 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 the department's 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.
- Work closely with Engineering & Quality 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, supporting the Production team as and when necessary in managing any business risk.

Qualifications / Education / Experience Required:

- Educated to GCSE level or equivalent.
- 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:

- 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 drawings.
- 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.