

Job Title – Prototype 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 Prototype Buyer to join the business at the Warwick office.

Reporting to the Programmes Purchasing Manager, hofer powertrain UK seeks a Prototype Buyer with experience in prototype supply chain management in the automotive sector.

Key Functions of the Role:

- To ensure products / services are procured in the most optimum manner in adherence with the Plant requirements.
- To maintain a supplier base acceptable for delivery of prototype components for development build activities.
- Work closely with Engineering to identify their ongoing and future prototype supply chain requirements.
- Support the Development Build Team to ensure Prototype 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:

- Conduct the appropriate tendering activities to provide the necessary information for management approval.
- Ensure costs are controlled to ensure we receive Value for Money.
- 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 assist with all matters related to the movement of materials into and within Plant.
- 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 other team members when appropriate.

Qualifications / Education / Experience Required:

- Educated to GCSE level or equivalent.
- Demonstrable experience in automotive or engineering prototype purchasing environments.
- Experienced in prototype component purchasing and material management.
- PC literate and able to confidently use MS Office products.
- Experienced user of SAP business management systems.

Other Beneficial Attributes:

- Knowledge of prototype manufacturing technologies, process and applications used within the development of 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.