

Ascend to new heights in Defence Technology Innovation



www.exsel-group.com

INTRODUCTION

Exsel Group stands as a preeminent force in the realm of independent defence technology solutions. We specialise in delivering supreme engineering expertise, advanced technology systems and comprehensive support services where the imperatives of reliability, safety and protection are non-negotiable.

Tracing our legacy back to 1947 in the United Kingdom, Exsel Group has evolved into a multi-faceted organization with a presence across four strategic UK facilities and various locations across the globe. We cater to an international clientele spanning government agencies, defence sectors and commercial enterprises.

GLOBAL REACH

We are a key operational supplier to UK defence and offer our services globally. This provides our team members with unique opportunities for international travel and engagement. We pride ourselves on delivering exceptional customer service by establishing a robust communication framework with our clients. Our organisational structure is designed to facilitate integrated solutions, managed through proven project management methodologies.

PURPOSE OF ROLE – SENIOR BUYER

Reporting to the site MD, the Senior Buyer role is as follows:

- Identify and interpret the purchasing requirements generated by Central Planning, the various Project Managers, Production Managers and Senior Management.
- Identify suitable existing suppliers or introduce new ones.
- Manage the Exsel Group's purchasing requirements to the relevant Sub contractors.
- Pro-actively manage the supplier base in order to achieve on cost and on time deliveries, even when substantial changes to original purchase requirements occur.
- Ensure suppliers are task orientated and that any barriers to their performance are removed.
- Liaise with and collate internal resources to support Sub contractors (specifically engineering).

KEY RESPONSIBILITIES

Job specific responsibilities

- Minimise financial and legal liability to Exsel at all times
- Pro-active avoidance of any potential risks relating to late product delivery and/or unsuitable product quality by sub-contractors.
- Feedback to internal resources of Supplier Performance and contract specific progress by Sub-Contractor.
- React immediately to "Project critical" purchasing requirements as required.

GENERAL

- Excellent written and verbal communication skills.
- Ability to be flexible and work outside core hours on occasion.
- Travel to other Exsel group sites and occasional overseas travel may be required.
- Must be able to work in the UK without restrictions & meet UK government security vetting criteria.

HEALTH & SAFETY

- Adhere to all relevant Health and safety procedures and observe safe working practices. All work to be conducted in a safe manner.
- Appropriate Personal Protective Equipment to be used when required.



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- All tools and equipment are to be cleared away at the end of a task and work area cleared up before the end of working day.
- To advise team leader or line manager of any Health & Safety issues promptly.

COMPETENCIES & SKILLS

- Ability to negotiate suppliers to a desired outcome
- Capability to think on your feet in lieu of other guidance
- Strong negotiation and assertiveness abilities
- Microsoft Word, Excel, use of internet as a research tool
- The job holder will require a valid driving licence.
- Strong organisational skills with the ability to multi-task and work under pressure.
- Attention to detail.

KNOWLEDGE, QUALIFICATIONS &

- Business process awareness
- Detailed understanding of commercial principles and practices, and commercial needs of suppliers and their relevant employees
- Broad awareness of Military Standards and suppliers compliance therein
- Ability to understand suppliers profit factors and chains of distribution
- Ideally "CIPS" qualified but not essential
- Working within a dynamic and fast paced purchasing function for a minimum 5 years
- Basic knowledge of metal fabrication, electro mechanic assembly and general engineering process
- An understanding of current tooling / process technology

EMPLOYEE BENEFITS AND WORKLIFE BALANCE

- Competitive salary.
- Training & development opportunities.
- Apprenticeship programs.
- Company pension.
- Early finish on Fridays.
- Free guest accommodation in various locations (home and aboard).
- Birthday holiday.
- Service milestones.
- 25 days holiday, including 3 days Christmas closure, plus Bank Holidays (x8)
- Recruitment Reward Scheme.
- Flexible maternity options after month 9.
- Paid paternity leave.

CANDIDATE PROFILE

Our employees are the driving force behind our achievements. We invest in their professional growth, and in return, they bring innovation, enthusiasm, and a relentless pursuit of excellence to our operations. We seek individuals who are passionate about making a meaningful impact on the world and believe that a role with us can facilitate that ambition.

We encourage applicants who are also former Armed Forces personnel, Reservists and Cadet Force Volunteers, you will be made very welcome amongst our existing staff, who have shared your past experiences, and have been with us for many years. If you have the skills, mindset, and attributes to make a difference in the business then take the next step in your career by becoming a part of the Exsel Group.

For more information see www.exsel-group.com, to apply to join our dynamic team, please forward your CV and covering letter to careers@exsel-group.com

