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## Senior Buyer

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### Overview:

Matcon, a division of IDEX MPT Inc, has been providing powder handling solutions for the processing of powders, granules and tablets using Intermediate Bulk Container technology for over 40 years. Matcon operates globally across a range of manufacturing industries, including food, nutrition, pharmaceutical, chemical and metal powders.

In partnership with the wider business, the Senior Buyer supports the Company's strategy for the procurement of direct and indirect materials. The Senior Buyer develops and builds strong commercial relationships with strategic suppliers and drives value for Matcon by thorough proactive management of key suppliers.

### Role:

- Work with strategic suppliers and internal stakeholders & implement supply strategies to meet the requirements of the business.
- Enhance an effective & efficient procurement process for goods & services throughout the Company whilst supporting all areas of the business for revenue recognition.
- Identify opportunities to reduce cost through consolidation of expenditure and best practises whilst meeting Matcon's technical and safety standards
- Managing/conducting tenders, evaluation of suppliers & maintenance of new vendor approval system
- Negotiation of Terms & Conditions, preparation of contracts to minimise risk & resolve supply difficulties
- Ensuring the Department standards & procedures comply with the company's ISO9000 requirements as well as IDEX corporate governance

### Knowledge, Skills & Abilities:

#### Education:

Level 6 CIPS is preferable, however, you can be working towards it.

#### Experience:

- 5-8 years in a Sourcing role in a B2B Engineering or Technical sector.
- Ability to develop an understanding of the technical application and equipment and to translate that knowledge into your day to day duties.
- Ability to work with multiple stakeholders – collaborating and presenting in a confident manner.

#### Behaviours:

- Be an effective and supportive team player
- Demonstrated ability and experience working in a dynamic, ever changing environment and the ability to handle multiple projects simultaneously under short deadlines.
- Ability to work to the strategic plans of the Purchasing Team, in line with the company vision and delivered through professional relationship with key suppliers
- Demonstrate business / market awareness, with this adapts and directs efforts to improvements that bring the greatest commercial and financial benefit
- Demonstrative ability to make astute decisions demonstrating confidence in the quality of such decisions



- Ability to set clear goals for activity, track critical metrics to achieve results.
- Strong effective negotiation skills
- Continuous Improvement mindset with an attention to detail.
- Strong written, verbal, analytical, communication and presentation skills.
- Possess an open communication style which builds strong relationships at all levels of the organisation and key suppliers
- Ability to influence and hold others accountable at all levels across Matcon.
- Self-motivated with an ability to collaborate across departments & countries.
- Confident working with technical SMEs & influencing senior stakeholders.
- Excellent knowledge of PowerPoint, Excel, Word, Teams, , JD Edwards

### **Location**

Matcon Head Office, Evesham, Worcs, UK

