

Clarke Chapman Limited
Clarke Chapman Manufacturing
Job Description

Job Title:	Technical Buyer		Level:	Reference: CCL.JD 2025/39 Issue 1 – June 2025
Report to:	Line Management:	Managing Director / Business Manager (s)	Functional Management:	Business Manager (s)
Job Description:	<p>Main responsibilities will include but will not be limited to:</p> <ul style="list-style-type: none">• Provide a procurement service for the Gateshead businesses in a medium to heavy engineering environment;• Be responsible for the total technical procurement package for specific projects as directed by the Business Manager (s) / Managing Director including sub-contract manufacturing services, composite component manufacture and expediting.• Ensure items are procured to required specification, in line with Company QA requirements and end user specifications.• Negotiate the mid/high value relationships with suppliers.• Ensure the procurement information management system (e.g. databases) specific to the Gateshead businesses and/or projects is updated and maintained• Management of procurement performance measures with a view to constant improvement.• Creation of purchase order and associated production documentation.• liaise with the inter-company businesses/divisions on the selection of potential suppliers• take an active role in the process of proposal preparation• Responsible for the day-to-day running of the procurement department, including procurement of all consumables for the site.• Any other duties within your capabilities as directed by line and functional management.			
Key Accountabilities:	<ul style="list-style-type: none">• Delivery of procured items and services within budget and estimate forecasts, and in terms of quality and delivery on time.• Continuous improvement to existing procurement best practice• Achieved savings on Procurement			
Education & Qualifications:				
	<ul style="list-style-type: none">• Recognised engineering or business qualification or demonstrable relevant experience• From a technical career path (e.g. time served the progressed to procurement discipline)			
Experience & Key competencies:				
	<p>Ideally to have:</p> <ul style="list-style-type: none">• an engineering background including the ability to read engineering drawings• knowledge of machining techniques and composite component manufacture• procurement experience, preferably in a medium to heavy engineering environment• Proven negotiating skills including knowledge of procurement best practice• IT skills with familiarity using finance/procurement system Exchequer.• Strong communication skills (verbal and written)• Ability to work collaboratively within a team while also being self-motivated.• A pro-active approach to problem-solving in a fast-paced environment.			
Interfaces:	Internal:	Marketing, Finance & Commercial, Project Management, Engineering Business Unit Manager		
	External:	Customers, suppliers, agents, competitors		
Personal Development:	<ul style="list-style-type: none">• Vocational management qualifications• Membership of professional bodies•			