



# NORBAR TORQUE TOOLS LTD

## JOB DESCRIPTION

JOB TITLE: BUYER

RESPONSIBLE TO: ELECTRONIC PRODUCTS MANAGER

### OVERALL PURPOSE OF THE JOB:

Responsible for the management of suppliers providing engineering services, materials and components to the company, ensuring that these suppliers are constantly improving their service to Norbar.

### KEY TASKS:

1. To negotiate and manage supplier accounts through effective, proactive, and robust contracts, making use of appropriate performance measures to drive continuous improvement.
2. Continually investigate alternative sources of supply where technology, quality, cost, service and delivery can be improved.
3. Liaise closely with the Engineering and Quality Departments to ensure that components consistently conform to specification.
4. Identify and agree the parameters for replenishment of components as required.
5. Responsibility for obtaining quotations for proprietary and basic engineering components and ordering them against requirements.
6. Any other duties required by the Electronic Products Manager.