



**Job Title:** Buyer, First Aid (FA) Products  
**Reporting to:** Supply & Inventory Manager  
**Direct Reports:** 0

**Job Band:** Band 5  
**Size of Team:**

The Supply & Inventory Team has responsibility for product sourcing, price negotiation, relationship development, purchasing and controlling stock levels to match business requirements. The post requires, in conjunction with the Lead Buyers, the day to day management of all FA-related products, including the running of the stock planning and ordering system

## Key Responsibilities

- Manage the day to day control of all FA-related products (First Aid, Training Aids, PPE), ensuring up to date product information, competitive pricing and updating the cost savings register
- In conjunction with others in Supply & Inventory Team develop and maintain relationships with suppliers in order to maximise business benefit to St John Ambulance Supplies
- Efficiently develop and control FA-related products with key Business Partners and suppliers as part of the overall supply initiative in conjunction with Supply & Inventory Team
- Resolve all SharePoint queries on FA-related products, including Good In queries with the National Distribution Centre, Peterborough, Invoice queries with Shared Services Centre (SSC) in Sheffield and support completion of Customer Service queries with the Customer Services team in Manchester
- Be responsible for the accuracy of stockholding for FA-related products at NDC Peterborough warehouse vs SAP Business One system stock, supporting investigation and resolution of stock reconciliation discrepancies in conjunction with Lead Supply Analyst and Supply Analyst, plus other Supply & Inventory Team colleagues as appropriate
- Effectively manage the stock planning and buying process for FA-related products, generate and process purchase orders when required, oversee stock transfers (call offs), support FA kit production builds with Lead Buyers and Supply Analyst as appropriate and support expediting supply of low stock items.
- Proactively contribute to achieving overall Supply & Inventory Team targets and daily and monthly KPI's through effective communication, efficient organisational skills, high attention to detail and good working knowledge of Microsoft Office suite
- Support Supply & Inventory Manager, Team Leads and other Team members, as required with general and technical knowledge of FA-related products, communicating effectively and proactively working with key teams across the business on regular basis
- Support the Supply Team Lead Buyers to effectively manage stock profile and required levels on agreed key lines, whilst effectively managing out obsolescence to a negligible minimum to ensure smooth weekly operation of customer supply via various large reseller order processing channels
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

## You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills



## BE PART OF A LIFE SAVING TEAM



## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to GCSE level or equivalent (Grade C) Inc Maths & English	✓	
CIPS or equivalent		✓
<b>Experience</b>		
Experience of Purchasing in Distribution Environment	✓	
Experience of business partners & suppliers to ensure supply to agreed schedules	✓	
Proactive in resolving supply issues	✓	
Evidence that targets met and KPI's achieved	✓	
Experience of SAP operating system		✓
<b>Skills, knowledge and abilities</b>		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Knowledge of sourcing required products	✓	
Ability to prioritise work and ensure business KPI's targets met	✓	
High degree of numeracy	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: RD

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