

Role Profile: RPSS EU Spot Buyer

The Spot Buyer is responsible for strategic sourcing activities and implementation of strategy . The role also consists of negotiating price & conditions , drafting contracts for specific categories by ensuring benefits in price, conditions, service level , business standards are .The Spot Buyer executes day-to-day buying of strategic/ non-strategic items and ensures implementation/ adherence in the system to meet targets while ensuring that SLAs agreed targets .

Job Purpose

The Spot Buyer delivers to Regional Procurement Shared Services:

- i. High quality Level of Client attendance
- ii. Prompt answer to purchase request/ queries
- iii. Alignment with end users
- iv. Implementation of strategy to drive automation

Key Role and Responsibilities

- The Spot Buyer is responsible for alignment between RPO and RPSS EU to ensure underlying price and conditions are available at all times to internal/ external stakeholders for smooth execution of orders
- The Spot Buyer clarify user requirements by:
 - Understanding the products specifications or services being requested
 - Analyzing the required quantity for current requisition versus minimum order quantity, lead time and depletion if the products will have partial deliveries
 - Obtaining insights from the customers' for further need related to the same products
 - Applying knowledge of customers' budget and historical purchase price
 - Understanding the current supplier base and preferred suppliers

Key Stakeholders

- Category Managers, E-Sourcing Specialists
- PO Management Team
- Country Procurement Managers

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Key Role and Responsibilities

- The Spot Buyer negotiate with suppliers and select the best option for categories not managed by Global and Regional Category teams and applies ABI approaches for sourcing activities: rapid and robust go-to-market (including RFx), supply award, contract development and PO terms and conditions, with appropriate level of governance throughout
- The Spot Buyer execute Spot Buys:
 - Identify suppliers for specific need
 - Conduct RFQ/ e-Auction
 - Analyze results, negotiate and select supplier
- The Spot Buyer ensures that the RPSS EU have contracts, pricelist and Short Form Agreement in place for items purchased on a regular basis.
- General Activities:
 - Support analysis requests, supplier enablement and contract administration
 - Resolve helpdesk claims and issues
 - Support end user with assisted buying including educating the user on buying channels
 - Escalate issues to RPSS EU Categories Manager

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Profile

Qualification & Experience

- Undergraduate degree in procurement, supply chain, commercial or equivalent
- 2 - 5 years' general business experience preferably in supply chain, procurement or logistics
- Good performance track record

Behavioral Competencies

- Work in a quickly changing environment & establish collaborative working relationships
- Communicate effectively by conveying information and ideas in a clear, meaningful, and timely manner
- Basic global sourcing knowledge and high standard of understanding of sourcing processes across different categories
- Basic knowledge of finance and accounting allowing the ability to run/read analysis of a supplier's P&L and balance sheet

Reports

Direct (solid line): 0

Dotted line: 0

Additional Information

- Based in Mauritius
- Reporting to the RPSS EU Categories Manager