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A Halma company



Interim Buyer

About Us

Halma Water Management (HWM) is a group of successful water conservation companies who have joined forces under a single sales, design and distribution network to manufacture and supply flow measurement, data logging, and leak detection solutions for the water industry. Our extensive experience and unrivalled innovation has made us a world leading team with an international reputation for technology, quality and service. Together, we provide an unparalleled range of products and services for the water industry.

We are proud to be part of Halma, a major worldwide technology group making safety products and products that improve quality of life. As an integral part of the Halma Group plc, Halma Water Management has the strength and credibility of a FTSE 100 plc Company with the financial resources to match.

Halma has been trading for over a century and has a level of corporate pride second to none. Their customers range from small enterprises through to some of the largest companies in the world, and they export products globally, currently to over 50 countries.

Job Purpose

The Interim Buyer is responsible for temporarily overseeing and managing procurement activities within the organisation. This role involves efficiently sourcing and purchasing goods and services to meet the company's operational needs.

The Interim Buyer will work closely with suppliers, internal stakeholders, and other relevant departments to ensure the timely and cost-effective procurement of materials and services.

Main Responsibilities

Sourcing and Procurement:

- Identifying potential suppliers, conduct negotiations and secure agreements for the procurement of goods and services.
- Ensure the timely and cost-effective acquisition of materials whilst maintaining quality standards.

Supplier Management:

- Develop and maintain strong relationships with suppliers, monitoring their performance and addressing any issues promptly.
- Evaluate supplier capabilities, conduct supplier audits, and identify opportunities for improvement.

Cost Negotiation:

- Negotiate favourable terms and conditions with suppliers, focusing on cost savings, payment terms, and delivery schedules.
- Continuously seek opportunities to optimise costs while maintaining quality standards.

Contract Management:

- Draft, review, and manage contracts and agreements with suppliers.
- Ensure compliance with contractual terms, conditions, and regulatory requirements.

Market Research:

- Stay informed about market trends, pricing, and supply chain developments.
- Conduct market research to identify potential suppliers and assess their competitiveness.

Collaboration with Stakeholders:

- Work closely with internal stakeholders, including production, logistics, and finance, to understand procurement needs.
- Communicate effectively to align procurement activities with overall business objectives.

Risk Management:

- Identify and assess risks associated with the supply chain and implement risk mitigation strategies.
- Develop contingency plans to address potential disruptions in the supply chain.

Compliance:

- Ensure compliance with relevant laws, regulations, and company policies.
- Keep abreast of changes in procurement regulations that may impact the organisation.

Reporting and Documentation:

- Maintain accurate records of procurement activities, including contracts, orders, and vendor performance.
- Prepare regular reports on procurement metrics and key performance indicators.

All employees have a legal duty to take reasonable care for the health & safety of themselves and of others who may be affected by their acts or omissions at work and to observe and follow the relevant systems, rules and methods of working.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the Company and its overall business objectives.

Personal Specification

- Strong leadership presence and the ability to influence and inspire others.
- Integrity and ethical conduct in all aspects of procurement activities.
- Resilience and the ability to handle pressure and challenging situations.
- Proactive and forward-thinking mindset with a focus on anticipating and mitigating potential risks.
- Strong attention to detail and a commitment to delivering high-quality work.
- Strong problem-solving and decision-making skills.
- Adaptability and openness to change.
- Excellent organisational and time management skill

Qualifications/Training

- Bachelor's degree in business administration, supply chain management, or a related field.
- Extensive experience in procurement and sourcing, with a minimum of 5 years experience.
- Strong negotiation and contract management skills.
- Familiarity with procurement software and tools.
- Excellent communication and interpersonal skills.
- Analytical thinking and problem-solving abilities.
- Ability to work independently and make informed decisions.
- Knowledge of relevant regulations and compliance requirements.
- Results-oriented with a focus on achieving procurement objectives.

How to Apply

To apply for this vacancy please contact hr@hwm-water.com, sending your CV along with a covering letter stating why you feel you are particularly suited to this role.