

# Job Description



Job Title:	Assistant Buyer
Reports to:	Buyer
Grade:	7
Date:	March 2025

## 1. Job Purpose

To support the Buyers & Category Lead's in delivering an end-to-end category management approach.

To support and in some cases lead on Category tendering research and tactical buying activity in order to enable the Buyers & Category Leads to focus on driving the strategic and commercial procurement agenda. The position has a focus on the delivery of savings and performance challenges to support YPO customers in achieving best value for the money they spend.

Contribute to the growth & performance challenge and be a Buyer in training.

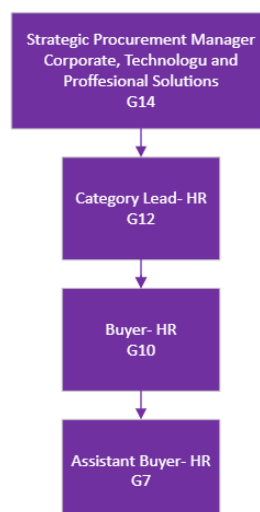
Support all operational Procurement requirements, such as (not exhaustive), running further competitions for Contracting Authorities, supplier performance data capture and interpretation, system housekeeping, tender analysis, administration, project work.

To demonstrate the YPO Values & ways of working which support the overall business goals. Show initiative rather than wait for tasks or instructions.

Collaborate with Sales & Marketing to ensure the business operations continue to function.

To support and assist the Buyer & Category Lead in the implementation of strategies and policies.

## 2. Organisational Structure



### 3. Dimensions

Financial –no budgetary accountability  
Staff –no direct line responsibility

### 4. Principle Accountabilities

- Responsibility for the management of the day-to-day operations of the Category, and working collaboratively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of departmental procedures and policies.
- Ensuring that services are delivered in line with relevant legislation, YPO objectives and policies, including those relating to Equality and Diversity, Customer Care and Health and Safety
- To provide a mix of tactical buying, process & administrative support to enable the Buyer and Category Manager to focus on the strategic challenges by shouldering any tactical/operational tasks.
- Ensure files & records are kept up-to-date, input, check, verify all commercial terms into the relevant system, and that orders are accurately input and verified on a daily basis
- Ensure necessary information and data is accurately input and verified on a daily basis, files & records are kept up-to-date, input, check, verify all commercial terms into the relevant system.
- To be more than an administrator – add to the commercial procurement agenda.
- To act responsibly and actively contribute to all operational issues.
- Work with the Buyer and Category Lead to ensure that effective systems are in place to manage, monitor, evaluate and review supplier performance.
- Work with colleagues including the Buyer and Category Lead to ensure that effective systems are in place to manage, monitor, evaluate and review supplier performance.
- Maintain effective relationships with key partners, service providers, stakeholders and customers as day-to-day business needs require.
- To provide professional and technical advice to the Buyer & Category Lead relating to supply chain issues. Play a part in shaping the business direction.
- To provide support and assistance to Contracting Authorities wishing to utilise the frameworks within the category
- Ensure YPO procurement activity is legislatively compliant.
- Through personal example and open commitment and clear action, promote equality of opportunity in both employment and service delivery.
- Develop strong working relationships with colleagues across the organisation and at key suppliers in support of Procurement and cost-management initiatives.
- To lead and undertake project work as required by the Buyer or Category Lead
- To work co-operatively with colleagues to ensure that the category operates consistently and effectively in the implementation and application of all departmental procedures and policies.
- To keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.
- Ensuring that services are delivered in line with relevant legislation, YPO objectives and policies including those relating to Equality and Diversity, Customer Care and Health and Safety.
- To undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.

## 5. Planning and Organising

Tactical buying (e.g. further competition, tender), supporting contracting, continuous detailed analysis and monitoring to track performance against defined objectives, supplier reviews, systems data-input, ad-hoc project work.

## 6. Decision Making

The focus of the role is to support the decisions of the Category Lead and Buyer but exercise autonomy and decision-making freedom (within a pre-agreed framework) on tactical/operational supply-chain/ procurement issues that support the overall Category Strategy.

## 7. Internal and External Relationships

- Middle/Senior Officers within YPO.
- External relationships with suppliers.
- Internal relationships with all directorates across YPO, including supply chain, contracts, sales, customer services and marketing.

## 8. Knowledge, Skills and Experience

Area	Essential	Desirable	Assessment
<b>Knowledge</b>			
Studying (or willingness to study) or member of Chartered Institute of Purchasing & Supply (CIPS level 4) or appropriate relevant experience	x		Application Form
An awareness of public sector purchasing organisations and the current social, economic, legislative and political environment in which they operate		x	Interview
An understanding of the role of a PBO in the public procurement landscape		x	Interview
<b>Skills</b>			
Sound tactical buying/procurement skills with potential to progress to Category Buyer level	x		Application
Understanding of how frameworks are established and how contracts are awarded under a framework		x	Interview
Ability to develop and implement effective systems of performance management and measurement	x		Interview

An ability to identify features and benefits of frameworks and communicate this to colleagues and customers		x	Interview
Methodical approach with the ability to multi-task and handle several projects at once	x		Application
Effective communication and interpersonal skills with the ability to communicate to appropriate audiences	x		Application
A positive team working outlook with an appetite for creating business wide relationships	x		Interview
<b>Experience</b>			
Experience of working in a procurement or supply chain role	<b>x</b>		Application
Experience of using MS Office	x		Application
Experience of supporting the tender process in a procurement setting	x		AF/Interview
Experience of preparing quotes for customers	x		AF/Interview
Experience of managing customer and supplier queries	x		AF/Interview

## 9. Special Features

The role will require an element of travelling and a full driving license would be an advantage.

**Jobholder Signature:**

**Manager Signature:**

**Date:**