



## JOB DESCRIPTION & COMPETENCIES

EMPLOYEE NAME	TBC
POSITION DESCRIPTION	Procurement Lead
OPERATIONAL AREA	Delivery

### KEY RESPONSIBILITIES

Founded in 2013, Indra Renewable Technologies is a fast-growing electric vehicle and smart energy technology company developing innovative charging and energy storage solutions. Indra operates across two highly innovative and fast-moving industries; electric vehicles ('on vehicle' technology) and smart energy ('off vehicle technology'); developing and manufacturing smart energy products, including an electric vehicle Smart Charger, a Vehicle to Grid (V2G) charger and vehicle battery systems. We see an opportunity for Indra to play a significant role in supporting EV OEMs, energy retailers and electricity grids in the transition to decarbonising transport and homes in the UK and beyond.

- Responsible for effective procurement of direct and indirect materials ensuring supplier performance and on time delivery:
  - Managing back order status / item availability with suppliers and internal stores, proactively taking action to ensure production stock requirements are met
  - Negotiating preferential production volume pricing and associated delivery and payment terms
  - Sourcing components to meet Engineering specifications
  - Compiling and maintaining the approved supplier list as required by the company QMS
  - Obtaining information relating to procured item CE compliance from the supply chain
  - Updating and dissemination of product procurement BoM information
  - Supporting the identification and rectification of production item obsolescence
  - Co-ordinating non-conformance reporting and resolution within the supply chain in accordance with the company QMS
- Ensuring smooth logistics flows into and out of the business:
  - Delivery of components to support assembly requirements and keep production work on plan
  - Managing the import and export of items and finished goods
  - Delivery of finished units to consignment and customer locations
- Responsible for the effective use of ERP systems for stock and financial control

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### KEY COMPETENCIES

### ROLE SPECIFIC COMPETENCIES

#### Experience

- Administration of procurement, stock control and financial management activities within a batch manufacturing environment utilising both manual methods and ERP systems
- Experience within a similar role is essential: 5+ years
- Working within an ISO 9001 QMS

#### Essential Skills

- Proficient in the use and implementation of ERP and accounting systems
- Knowledgeable in procurement best practice, product sourcing and stock management
- Able to form relationships with suppliers and negotiate effectively
- Effective management of product, part and supplier data
- Experienced in setting up and executing bank payment runs
- Keeping appropriate and accurate hard copy financial records
- Competency in computerised banking systems
- Proficient in the use of MS Office (Outlook, Excel, Word, PowerPoint)

#### Desirable Skills

- Understanding of associated wider business practices and procedures
- Membership of CIPS
- Business VAT quarterly returns process

#### Core Qualities

- Personal Effectiveness: proactive, makes things happen, operates with resilience, flexibility and integrity
- Communication: shares and listens to information, opinions and ideas, using a range of effective approaches
- Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback

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