



## DRIVING THE FUTURE OF ELECTRIC VEHICLES

**We are the world leader of in-wheel motors for passenger cars, light commercial vehicles and future transport solutions.**

Protean Electric is an automotive technology firm with around 150 talented people globally.

Our purpose is to make electric vehicles better, for the people who use them and for a sustainable world. Our mission is to make in-wheel motors a standard automotive product, used by customers worldwide.

### Senior Project Buyer Farnham, UK

#### The Role

We are seeking the right individual to join our global Supply Chain Management team.

#### Main Duties & Responsibilities

We are seeking an exceptionally well organised Project Buyer to coordinate purchasing activities for various projects and to work in close cooperation with Engineering, Finance, Project and Quality teams.

The Project Buyer will work closely with all departments to ensure proactive and planned procurement and purchasing of equipment, services and components in order to meet the company's customer focused R&D prototype development programs.

#### Reporting, Location & Travel

This role reports to European Supply Chain Manager.

The role is based in Farnham, Surrey with occasional requirement for national and international travel, primarily to China and Europe.

#### Key Responsibilities

Responsibilities include, although are not limited to the following:

- Main interface between the Projects Core team and Purchasing/Manufacturing.
- Procurement of project goods including bespoke parts, tooling, and parts manufactured from drawings, along with design/development and other technical services.
- Analysing competitive quotes and selecting suppliers both from UK and International for new products in conjunction with Design and Quality teams.

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- Develop and maintain relationship with European R&D suppliers to improve costs, quality and delivery performance in long term.
- Engage suppliers at the earliest stage possible, as to ensure design corrections and cost downs can be initiated at the beginning of the project procurement stage.
- Support any function within the project that has supplier related issues (concessions, non-conformance, reliability, reject returns, change management etc.)
- Ensure supplier sourcing activities align with the project schedule timing.
- Work autonomously and proactively to resolve problems and escalate critical issues.
- Maintaining the Supplier database/information and managing the communication and receipt of and NDAs, pre-approval questionnaires, Invoice management and goods received.
- Close cooperation with Supplier Quality team, performing the new supplier audits.
- Ensures that the project scope and terms are addressed in the Purchase Orders
- Be fully familiar and conversant with department and company policies, procedures and processes, ensuring all work and actions undertaken are in full compliance at all times.
- Oversee internal purchasing process ensuring Request to Purchase forms are completed and Purchase Orders generated in line with Protean's ERP system, liaising with suppliers as necessary to ensure timely resolution of invoice queries.

#### Relevant Skills & Behaviours

Our values:

- **Will to Win:** we succeed by delivering to customers; on time, on quality and on cost
- **Pioneering:** we are passionate about the technology
- **Courageous:** we face our challenges
- **Working Together:** we can rely on each other and others can rely on us
- **Personally Responsible:** we do what needs doing, when it needs doing
- **With Integrity:** we are honest, open and respectful

Successful candidates should be able to demonstrate the following relevant skills and behaviours:

- Problem solving,
- Strong communication skills
- Proactive and Process Driven
- Independent and Decision-making
- Demonstrating flexibility and adaptability
- Team player
- Multitasking
- Conscientious and methodical

#### Relevant Knowledge & Experience

Essential:

- Understanding of end-to-end supplier management processes along with ability to multitask and manage a number of projects at any given time.
- Excellent negotiation and communication skills with both internal and external suppliers to meet project milestones.
- Strong knowledge of mechanical commodities
- Well organised to support changing priorities and project schedules.
- MS Excel skills
- At least 5 years work experience in Purchasing, Procurement, Supply Chain Management, preferably in an Engineering/Manufacturing project based environment.
- Good understanding of commercial processes as well as project management life cycles.



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**Desirable:**

- Understanding the technical drawings, understand the requirements to work with suppliers to source the parts and materials
- Automotive experience
- MRP/ERP knowledge and experienced in working within an ISO9001 environment
- CIPS qualifications
- Qualified Internal Quality Auditor to ISO9001 or IATF16949

**Employee Benefits**

In return for a rewarding and fulfilling career, all Employees can look forward to receiving a competitive salary, plus a number of additional employee benefits:

- Discretionary Bonus: Employees are eligible to receive a discretionary bonus of up to 15% of annual salary; this is paid annually and is subject to meeting set agreed targets.
- Life Assurance: Employees are automatically enrolled into the company's Life Assurance scheme; this provides the sum of four times annual basic salary in the event of death during employment.
- Pension Scheme: Employees are automatically enrolled into the Company's Group Personal Pension Scheme, with the company matching contributions from a minimum of 5% up to a maximum of 7%.
- Private Healthcare: subject to completion of probation, Employees, their partners and dependents, are able to join the company's private healthcare scheme with BUPA, in addition to an accompanying cash plan with BHSF.
- Learning & Development: Employees are encouraged to continue their career development with a variety of training courses and development opportunities available to them, including the offer of learning Mandarin.
- Relocation: we are able to offer a relocation package to assist Employees and their families when relocating to within a designated distance/duration from the company's offices.

Full details of the Employee Benefits are available upon request, or will be made available on provision of an offer of employment.

Should you wish to apply for this role, please e-mail your CV, covering letter and salary expectations to: [ukjobs@proteanelectric.com](mailto:ukjobs@proteanelectric.com) – please be sure to **quote the full Job Title in the subject line** and read our Privacy Notice.

Thank you for your interest, we wish you every success with your application.

