

POSITION INFORMATION SHEET

Position Title	Senior Buyer - Indirect
Title of Supervisor	Procurement Director
Title of next level Supervisor	Chief Financial Officer
Location	President Way, Sheffield, S4 7UR
Grade	TBC
Hours	37.5 hours Monday - Friday

Job Summary

SMP is experiencing a sustained period of growth and is seeking a high-calibre individual to join its Procurement team—someone who will thrive in a fast-paced, high-performance environment. The role will focus on driving value and aligning Procurement activities with the company’s strategic objectives, supporting the manufacture of critical alloys for highly regulated Aerospace, Civil, and Nuclear markets.

Based at the President Way site in Sheffield, the Indirect Buyer will join a developing, forward-thinking Procurement team and play a key role in its continued evolution.

The primary purpose of the role is to take ownership of indirect spend categories, with particular emphasis on MRO, Engineering, Business Support, and IT contracting. This includes implementing planned changes to procurement policies and processes, managing them long-term, and taking clear accountability for delivering measurable, quantifiable results.

In addition to delivering planned initiatives, the successful candidate will be proactive in identifying new ways of working and opportunities to enhance procurement practices. The role will involve planning and delivering continuous improvement across the Procurement function, while flexibly supporting the changing needs and priorities of the wider business.

Primary Duties and Responsibilities

- Implementing improved processes - Driving conformance, instilling a “best in class” mindset for procurement practice and policy.
- Stakeholder Management – Engagement with Stakeholders, drive budget compliance and develop tender specifications which are applicable for market engagement.
- Contract management – Direct responsibility for the management of higher value contracts (full contract lifecycle) - beside supporting stakeholders in managing their own contract matrices.
- Vendor Management – Build and develop strong supplier relationships to minimise supply chain risk and drive policy conformance.
- Train and develop nominated buyers from other departments - to act as a point of contact for escalation.
- Support the Finance team on departmental forecasts, spend metrics, cashflow forecasts and provide procurement actions to inform and support best outcomes.
- Collate and monitor supplier data to ensure performance levels are aligned with company targets.
- Carry out supplier visits and audits to ensure they meet the company’s ongoing compliance requirements.
- Work with the Quality & HSE teams to maintain the Approved Supplier List.
- Where applicable, working with intra-group entities on business synergy opportunities and initiatives.

Essential Requirements

- Driven, self-motivated highly organised; with a logical and ethical approach to problem solving.
- Proven experience in indirect procurement (>5 years): MRO, Engineering, Business Support/IT/BAU category experience
- Advanced knowledge on Microsoft packages including – Excel, Word, Outlook and PowerPoint.
- Strong communication skills.
- Full driving license.

Desirable Skills, Experience and Qualifications

- CIPS Qualification/willingness to work towards
- Background in a regulated manufacturing environment with an understanding of how compliance, traceability, and documentation affect indirect spend.
- Familiarisation with AS9100 implications for indirect suppliers, including facility access, calibration, maintenance of critical equipment, and service-level requirements.
- Proven ability to run competitive sourcing events (RFQ/RFP) and evaluate bids beyond price (risk, performance history, capability).
- Solid ERP/MRP system competence and disciplined use of data for spend analysis and performance tracking.