



# Gilbert Gilkes & Gordon Ltd

Candidate Brief

## The Appointment

Role Title	Senior Buyer
Reporting to	Sourcing Manager
Company	Gilbert Gilkes & Gordon Ltd
Website	<a href="http://www.gilkes.com">www.gilkes.com</a>
Based	Kendal, Cumbria
Remuneration	£29,741 to 36,050 (depending on experience)
Employee Benefits	Generous Pension Scheme (Employer 10% contribution & employee 4%), Life Insurance (3x annual salary), Access to OH Support, Company sick pay, 25 days holiday plus bank holidays (and the option to buy more!), Free tea, coffee etc, Flexible working and much more...

### Overview

Gilkes is looking to appoint a confident and experienced **senior buyer** to play a key role in competitively managing supplier relationships and monitoring risk within the overall supply chain to ensure that suppliers continually adhere to the Gilkes' standards for supply.

Reporting to the Sourcing Manager, you will be responsible for new process, client and product introduction and ensuring that we source the right materials and goods in a timely and cost-effective manner.

### Responsibilities

- Manage supplier relationships to ensure their adherence to the Gilkes' standards for supply
- Take responsibility for high value, exclusive items whilst working to a set budget
- Continually review your allocated group of suppliers and commodities to identify opportunities for savings and other commercial benefits
- Confidently negotiate with existing and new suppliers to achieve best total cost of ownership
- Monitor risk within the overall supply chain. Identify and escalate supply issues in a timely and effective manner
- Take ownership of supplier quality problems
- Develop improvement plans with suppliers and internal stakeholders to overcome problems
- Identify and implement appropriate prevention procedures in response to known problems, and in anticipation of likely issues
- Maintain the procurement ERP functions

### Person Specification

Gilkes is looking for an optimistic and professional team player who can bring energy and positivity to a well-established Sourcing team.

With a solid work ethic and a can-do attitude, self-assurance and accountability will be essential.

### Expectations

- Pro-actively contribute to the smooth running of the Sourcing office
- Demonstrate critical thinking and suggest a suitable course of action
- Negotiation skills and the ability to network and influence others

### Experience/personal skills

- Level 2 qualification in Procurement (CIPS) or Business Management or working towards this
- Professional with exposure to Sourcing activity and processes within operations and environments similar to Gilkes
- Experience of engineering and manufacturing capabilities
- Strong oral and written communication skills
- MS Office skills and experience of working with ERP and MRP business integrated systems
- Quality focused to ensure compliance with IATF 16949 and ISO9001 standards

To Apply: Please send your CV and Covering letter to [recruitment@gilkes.com](mailto:recruitment@gilkes.com)



## Background

Gilkes delivers innovative, single source solutions to the Small Hydropower & High Horsepower Engine markets.

Working meticulously with our customers to ensure the very best in product design, total cost of ownership & operational excellence, our range of hydropower turbines and engine cooling pumps deliver solutions to meet the most demanding of technical specifications and environments.

With international credentials earned in over 85 countries, a Royal Warrant and over 165 years of design and manufacturing experience behind us, we are small enough to be agile and responsive, whilst large enough to have the technical and engineering competence needed to be one of the world's leading brands.

Headquartered in Kendal in the English lake district, Gilkes is an independently owned business with circa 160 employees across the world.

We have manufacturing sites in Kendal and Houston, Texas as well as a sales office in Tokyo, Japan.

## Our Purpose

Our values-based approach has been shaped from a 165 year heritage as a family-owned business. We believe in developing ethical business relationships with a positive environmental focus that bring about long-term sustainable success. Our people are committed to ensuring that Gilkes' products make a meaningful difference & provide a platform for the transition to a low carbon economy.

## People & Culture

We strongly believe that our people are the ultimate differentiator & are at the heart of everything we do. It is their passion, creativity, hard work & dedication that enables Gilkes to grow & prosper.

Gilkes invests in its people & in developing a positive organisational culture.

Our four key values are:

- Teamwork
- Integrity
- Excellence
- Commitment

## Current Position & Context

Gilkes is moving fast to adapt to an ever changing economic environment, ensuring we continue to be relevant in our chosen markets.

The organisation recently carried out a strategic review & adjusted its cost base in response to the pandemic.

Pumps is seeing growth & we have had huge interest in our new small marine pump from all of the big players including Caterpillar, Volvo, Scania & John Deere.

The small Hydro market is trending towards energy recovery & we are well placed to fully exploit this with our current product portfolio.

The Hydro aftermarket, especially in the UK, offers real growth prospects for Gilkes and we are aligning Service, Modernisation and Electrical to take full advantage of these opportunities.

## Our Business Model & Strategy

<p><b>What we do...</b></p> <p>We leverage opportunities through our expertise, dedication &amp; agility</p>	<p><b>Client Acquisition &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Our customer-facing teams build &amp; maintain a dialogue with clients based on openness &amp; transparency</li> <li>• We build &amp; maintain our customer relationships based on ethical behaviour</li> </ul>	<p><b>Project Delivery</b></p> <ul style="list-style-type: none"> <li>• Our aim is to deliver projects 100% on-time-in-full</li> <li>• A formal process exists to ensure the most efficient use of resources &amp; competencies</li> </ul>	<p><b>Product Life Cycle Management</b></p> <ul style="list-style-type: none"> <li>• We actively manage &amp; support our products as they transition through their life cycle from New &gt;&gt; Spares &gt;&gt; Service &gt;&gt; Refurbishment</li> </ul>
<p><b>How we do it...</b></p> <p>We continually improve our products &amp; services to support our customer's success</p>	<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• When required by our customers, we go the extra mile without question</li> <li>• We stand by our products &amp; believe in doing what we said we would do</li> </ul>	<p><b>Focus on Productivity</b></p> <ul style="list-style-type: none"> <li>• Business Excellence is embedded throughout the organisation</li> <li>• We critically review our end-to-end business processes to eliminate non value-added practices</li> </ul>	<p><b>Expanded Offerings</b></p> <ul style="list-style-type: none"> <li>• Expanding our product offerings to meet our customers' needs</li> <li>• Offering solutions with unique value propositions</li> </ul>
<p><b>Our competitive advantage...</b></p> <p>We strive to maintain a high performance workplace for our employees to excel</p>	<p><b>Our People</b></p> <ul style="list-style-type: none"> <li>• We believe our people are the ultimate differentiator</li> <li>• We are working to create a culture of empowerment &amp; achievement</li> </ul>	<p><b>Our Processes</b></p> <ul style="list-style-type: none"> <li>• High productivity is a competitive advantage</li> <li>• Our processes are designed &amp; managed to optimise stakeholder value</li> </ul>	<p><b>Our Agility</b></p> <ul style="list-style-type: none"> <li>• We use mechanisms to identify changes in the external environment &amp; translate these into potential opportunities</li> <li>• We are continually developing our technology portfolio to meet these opportunities</li> </ul>

## Structure & Governance

The Board	
Approves strategy & leads Gilkes to achieve long-term success	
<b>Chair</b> <ul style="list-style-type: none"> <li>Leads the Board &amp; ensures it operates effectively</li> <li>Maintains a culture of openness &amp; debate</li> <li>Ensures effective dialogue between the Board</li> </ul>	<b>Executive Directors</b> <ul style="list-style-type: none"> <li>Day-to-day management of the business</li> <li>Implementation of strategy</li> </ul>

The Management Team	
<p>Responsible for the ongoing management of the business. Runs the business day-to-day &amp; delivers performance in line with the strategic plan. Meets on a monthly basis led by the CEO.</p>	<ul style="list-style-type: none"> <li>Responsible for the development &amp; delivery of business plans &amp; forecasts</li> <li>Monitoring of operational &amp; financial performance</li> <li>Health &amp; safety management</li> <li>Improving quality standards</li> </ul>

## Some of Our Customers

### Hydro

				
				
				

### Pumps

				
				
				