



Assistant Buyer (Edinburgh)

Company: Nova Innovation

Location: Edinburgh, UK

Summary

Nova Innovation is recruiting for an Assistant Buyer to join our talented and energetic team working at the forefront of the tidal energy industry.

The Role

The role is required to provide day to day support to ensure efficient and accurate procurement of materials and services for various projects. The role requires the ability to work flexibly within a dynamic team.

Responsibilities

Primary responsibilities of this job will include:

- Provide prompt and accurate procurement of materials and services, issuing Purchase Orders to chosen suppliers
- Ensure all administrative duties are completed in a timely manner (e.g., Bill of Material, Purchase Order and non-conformance registers)
- Coordination of requirements for repairs, rental equipment and fabricated assemblies
- Ensure expediting and continuous supply of required goods and services and communicate any supply issues which may pose a risk or impact on the business
- Preparation, evaluation and negotiation of quotations related to supply of materials and services, including on price, lead time, specification and exceptions to terms & conditions
- Prompt resolution and closure of supplier non-conformances and invoicing queries
- Conduct research and evaluate areas of opportunity to reduce costs and add value where possible
- Pro-active relationship management of suppliers to ensure compliance with purchase order T&C's
- Ensure compliance with company policies and procedures when conducting procurement activities

Ongoing training will be provided within our skilled and supportive team.

Attributes, Experience & Competency

We would expect applicants to be strong in the following areas:

- Some understanding and market knowledge of Renewables industry and experience of procuring materials and services
- Negotiation skills, commercial acumen, contract management and supplier experience desirable
- Attention to detail to add value, reduce costs and make business improvements
- Good communication and Interpersonal skills that result in a proactive can-do attitude



- Teamwork, integrity and ability to build relationships
- Ability to work under pressure and meet project deadlines
- Reporting, analytical and problem-solving skills – including advanced level of MS Excel

Experience within a procurement or admin role would be advantageous but not essential as full training will be given.

Background to Nova Innovation

Nova Innovation is a world-leading tidal energy company delivering a proven technology with global potential. We design, build, and operate tidal energy turbines and have offices in Scotland, Ireland, Wales, Canada, and Belgium.

Nova has a strong track record for growth and delivery including deploying the world's first offshore tidal array in Shetland, Scotland in 2016; successfully building the world's first baseload tidal power station in partnership with Tesla in 2018; and winning our first international projects in Canada in 2020.

With a full order book, Nova is looking for an Assistant Buyer to help support the continued delivery of Nova's tidal technology and scale-up of the business.

Conditions, remuneration and benefits

The salary is negotiable depending on experience and we also offer a matched pension scheme. Annual holidays are 25 days per annum plus 8 public holidays. Applications on a part time basis will be considered.

To apply, please email the following to applications@novainnovation.com (for the subject field in your email, please use: **Job application: 22009 Assistant Buyer**)

- CV
- **Covering letter** stating why you think you would be suited to this position, including responses to the following questions:
 - Do you have experience of working in a procurement environment?
 - If so, please briefly describe & how long
 - Do you have experience of working with IT based management systems?
 - If so, please briefly describe & how long
 - What strengths and skills would you bring to the role?
 - How would you hope to develop and grow within the role?

Many thanks for your interest in working at Nova Innovation!