

Senior Buyer

Team: Purchasing
Reports To: Operations Director

Job Purpose

With over £15m of contracts secured for the next year, we are extremely busy and as a result are looking to strengthen our commercial team by bringing in a Senior Buyer

The Senior Buyer will prepare accurate quantities and material schedules, competitively source and co-ordinate the supply of plant and materials required for various sites.

They will manage pricing and trading agreements and quotations, ensuring the team deliver on time, meeting and tight deadlines. Forecasting costs and estimates on a monthly basis along with regular cost reviews with the Operations Director will be essential in this role to work effectively.

Person Specification

You will need to be a strong communicator with a good work ethic, having the ability to adapt your communication skills to get the best out of your team whilst putting the companies best interests first

You will show a willingness to learn how to procure materials, goods and services to programme and to the commercial advantage of the company.

Previous experience of working in the plumbing merchant industry is essential and would be extremely advantageous if you have a trade counter or estimating background.

Excellent negotiation skills and good relationships with suppliers

High level of computer literacy including advanced knowledge of Microsoft excel such as pivot tables etc

Proven track record in managing people and achieving objectives

Main Duties and Responsibilities

1. Support the site teams by ensuring materials are provided to the specification and programme for the various new build sites also allowing for contingencies where over runs occur and special orders
2. Producing purchase orders via company system to ensure materials are correct and deliveries are on site in time frames required and completed orders
3. Monitoring, and maintaining both site and internal store stock levels, liaising with contract managers and Operations Director on upcoming works to ensure correct materials are available and producing material forecasts with relevant inputs from key personal.
4. Tracking of faulty goods and subsequent returns, including any excess stock
5. Being proactive with suppliers, on price increases, material availability, delivery logistics, etc.
6. Regularly managing Material Specifications and liaison with Merchants and other Suppliers as and when clients change the programme.
7. Take and receive telephone calls and emails from field-based Engineers in relation to procurement of Materials, Goods and Services.
8. Provide assistant and guidance to the other members of the Procurement Team and other ad-hoc duties as and when required.

- Maintaining the smooth operation of all procurement activity within the company on a daily basis taking into consideration operational requirements, absence, supplier lead times, Engineer requirements and month end deadlines.
- Developing effective and efficient procurement processes in line with the CRM system adding value where possible and continual improvement
- Being resilient and focused on co-ordinating with the contracts managers whilst in a fast pace environment, to get the answers you need

Key Relationships

- Operational Managers
- Contract Managers
- Engineers
- Administration Department

Decision Making Authority

- Day to day decisions on how best to manage the on-going tasks and workload.