

JOB DESCRIPTION**Job Title:** ~~Senior~~ Buyer**Reports to:** ~~Divisional Head of Commercial~~ Purchasing Manager**Accountable to:** Divisional Head of Commercial**Job Purpose:** To utilise dependable supply sources and purchase all materials to the Company's exact business requirements, using Group deals where specified, at competitive rates, within budget and ensuring deliveries can be made within build programmes and arranging payment for verified goods. Also ensures that all Group Purchasing specifications, policies and procedures are adhered to within the company.**Responsible for:****Staff:** Buying Administrative/Clerical staff as appropriate.**Budgets:** Procurement of material within budgeting parameters and to report on any potential anomalies.**Scope:** The Purchasing Department in a Homes Division is part of the Commercial function and is responsible for purchasing all materials used in the course of the business.

The job holder is responsible for purchasing materials, resolving invoicing queries, coordinating site call-offs and technical support to all departments.

Key Responsibilities:**1. Procurement**

- Send out enquiries for appropriate materials, collate and analyse quotations, place orders with suitable suppliers for specified materials ensuring goods are delivered on the required date and purchased at the most competitive rates and within budget.
- Ensure quality and performance of materials are in line with required standards.
- Consolidate purchases of material to achieve maximum economic benefit.

2. Purchasing Standards

- ~~Study and analyse markets to make recommendations of possible specification changes which would represent savings without detracting from quality requirements.~~
- Inform other departments of all relevant information regarding changes in materials, major price movements, delivery lead times and individual supply situations.
- Ensure that Group buying deals are used.
- Maintain Purchasing internal computer information system for the Division, ensuring site access for materials is maintained.

3. Invoicing

- Action verified invoices when not automatically sanctioned via the Purchasing computer information system.
- Monitor damages, theft and maintenance on invoices.
- Prepare monthly reports in relation to non-budgeted expenditure across all projects.

4. Staff

- ~~Lead, motivate, communicate with, develop, appraise and performance manage staff to ensure staff are fully motivated to achieve best performance to meet the company's needs.~~
- ~~Ensure the Department runs in accordance with Company Policies and Procedures.~~
- Ensure compliance with the Group's Health, Safety and Environment Policy within the functions.

5. Other

- Action site requests for additional materials that are not covered on the bulk orders.
- Authorise all site call-offs for bulk materials.
- Order and authorise the hire of plant and small tools.
- Chase deliveries from suppliers that are overdue or urgent
- ~~Meet representatives for information on new product, price queries, delivery problems and general partnership building.~~
- Complete plant returns on a weekly basis.
- Complete waste data on a monthly basis and submit to head office.
- Comply with Group sustainability requirements.
- Visit supplier's premises to assess products and procedures, if and as required.
- Organise health and safety and welfare/utilities facilities for sales and site staff including compound set up and sales cabins.
- Liaise with all relevant colleagues with relation to new site starts, technical problems, new suppliers and general queries.
- At all times comply with company policies, procedures and instructions.
- ~~Attend the weekly Build and Sales meeting as required.~~
- Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change.

Working Relationships:

Effective working relationships are an essential part of daily working life.
The focus in this role is both:-

Internal: Colleagues within Operating Division; and internal liaison particularly aimed at establishing/improving supplier and inter departmental relationships; and

External: Suppliers, Sub-Contractors, Consultants.

Decision Making Authority:

More senior decision making from a Director should only be necessary where there is a possible need to use a supplier who is not within the Group Deal Agreement for a material which is usually bought within such an Agreement.

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.