

REDROW HOMES – GROUP ASSISTANT BUYER

JOB PURPOSE

Management of the Supply Chain to develop dependable supply sources, procure all materials to the Company's exact business requirements and deliver best value for the Group. To provide support to the commercial function in Divisions.

SCOPE

The Group Commercial Department is responsible for establishing and managing supply agreements with manufacturers and suppliers to deliver best value for the Group.

The post holder is responsible for assisting in the management of the supply chain, maintaining trade/sales specifications (My Redrow), collection of rebate claims and the preparation of build cost reports.

KEY RESPONSIBILITIES:

1. Supply Chain;
 - Assess completed supplier appraisal forms to confirm if potential supplier meets Redrow criteria.
 - Prepare tender enquiry packs and tender list.
 - Analysis of tenders and preparation of supply proposals for approval.
 - Development and implementation of Sustainable Procurement within the Supply Chain.
 - Management of supplier meetings, preparing material forecasts and generating site/contractor reports.
 - Prepare formal supply agreements for sign off by Supplier.
 - Release agreement information to Divisions and manage pricing library.
 - Assist with the preparation of bi-annual rebate claims.
 - Input into bi-annual Build Cost Reviews including identification & correction of pricing anomalies in regions draft prices sets and preparation of Build Cost Report.
 - Supply Chain Performance Review process

2. My Redrow;
 - Review of My Redrow Design Collections on Sales Build Management Systems.
 - Monitor and provide guidance on the updating of Site Collections across all Divisions following the release of a new Group Collection.
 - Analysis of the rates and prices held on My Redrow.
 - Assist Divisions in the setup of bespoke specification items, choice lists and non-standard developments.
 - Input into the future development of the system

3. Health and Safety;
 - Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.

4. Other;
- Preparation of system bills of quantities in support of Group Standard Designs.
 - Input into the bi annual build cost review.
 - Input into the development of IT Systems to improve the efficiency of the commercial function.
 - At all times comply with company policies, procedures and instructions.
 - Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.

WORKING RELATIONSHIPS:

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

Internal: Colleagues within the Operating Divisions

External: Supply Chain Partners and Supply Chain Sustainability School

DECISION MAKING AUTHORITY:

Reports to be submitted to Group Commercial Manager and Group Commercial Director.

These are illustrative duties and the job 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.