



PURCHASING MANAGER



ABOUT THE ROLE

The Purchasing Department is part of the Commercial function and is responsible for purchasing all materials used in the course of the business. The postholder will be responsible for the purchase of all materials to the company's exact business requirements by collating and analysing order requirements and supplier information, and will provide administrative support for the Purchasing team.

Responsible for: As appropriate – Commercial Apprentice, Assistant Buyer, Buyer and Senior Buyer

Responsible to: Commercial Director

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.
- Interview and appoint new/potential suppliers.

2. PURCHASING STANDARDS

- Study and analyse markets to make recommendations of possible specification changes which would represent savings without detracting from quality requirements.
- Encourage and develop wherever feasible negotiated agreements with suppliers and manufacturers.

- 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. Arrange where possible to establish Group buying deals, in conjunction with the Head of Commercial and the Group Commercial Director.
- 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.

4. STAFF

- Ensure the right calibre of staff are recruited; and in accordance with company policy and procedures.
- 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

- In conjunction with the Commercial Director / Manager, maintain Regional Price Sets on a bi annual basis, ensuring the division reports accurate build costs.
- Work with the site Quantity Surveyor to finalise site budgets within timeframes as set out in the Group Policies and Procedures.
- Engage with our supply chain on a regular basis, ensuring they are aware of our short and medium term business needs and material forecasts.
- Maintain, manage and monitor annual forecasts for facing bricks and blocks, working collaboratively with the site teams and suppliers to ensure requirements are met.
- 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
- Visit supplier's premises to assess products and procedures.
- Organise health and safety and welfare/utilities facilities for sales and site staff including compound set up and sales cabins.
- Liase 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.

THE PERSON

What kind of person are we looking for?

- Calm, understanding and empathetic approach to situations
- Proactive approach
- Looks to build positive relationships with business partners
- Team orientated, enthusiastic, willing to learn and develop within a fast moving department
- Flexible approach to dealing with issues and challenges
- Good level of interpersonal skills
- Literature in the use of IT
- Self-motivated and able to plan and organise effectively to meet tight timescales
- Analytical, numerate and able to undertake the basic principles of Quantity Surveying
- Resilient in the face of challenging situations and deadlines
- Possess an understanding of the fundamentals and processes required to develop a housing development.
- Manages time effectively to ensure that deadlines are met

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.