



# ASSISTANT BUYER



## 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 job holder will assist in 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: No direct reports

Responsible to: Purchasing Manager

## KEY RESPONSIBILITIES

### 1. PROCUREMENT

- Send out enquiries for appropriate materials, collate and analyse quotations.
- As required, 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 materials to achieve maximum economic benefit.
- Chase deliveries from suppliers that are overdue or urgent.

### 2. PURCHASING STANDARDS

- In liaison with the Purchasing Manager, inform other departments of all relevant information regarding changes in materials, major price movements, delivery lead times and individual supply situations.
- Use Group buying deals unless otherwise authorised by the Purchasing Manager.

- Assist the Purchasing Manager in maintaining the Purchasing internal computer information system for the Division, ensuring site access for materials is maintained.

### **3. INVOICING**

- Process verified invoices when not automatically sanctioned via the Purchasing computer information system.

### **4. OTHER**

- At all times comply with company policies, procedures and instructions.
- 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
- 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
- Literate in the use of IT
- Self-motivated and able to plan and organise effectively to meet tight timescales
- Resilient in the face of challenging situations and deadlines
- 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.