



APPRENTICE BUYER



ABOUT THE ROLE

Redrow Homes are looking for an individual who is passionate about working in our commercial team as an Apprentice Buyer. 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. The successful candidate will need to have good budgeting and problem solving skills in this varied and demanding role.

As part of a two year program you will be studying a L3 in Construction and the Built Environment with our chosen training partner. If you like to make a real mark, on completion of the apprenticeship there will also be the opportunity to go on to study for a Level 4 Apprenticeship in Procurement and gain a full CIPS membership – all fully funded by us. There really is no better way to start your career in the industry.

KEY RESPONSIBILITIES

- 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.
- 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 internal information system for the Division, ensuring site access for materials is maintained.
- Process verified invoices when not automatically sanctioned via the internal information system.
- 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 (Essential)

- Keen to learn and develop within the construction industry
- Willing to undertake an additional qualification alongside work
- 5 GCSEs including Maths and English at grade 4 or above (Grade C+) or an equivalent
- Excellent verbal and written communication skills
- Computer literate
- Ability to take on instructions
- Able to work to tight deadlines and prioritise workload
- Able to work in both a teams as well as own initiative

THE PERSON (Desirable)

- Previous experience of working within the construction sector
- Previous project management skills
- Good maths/quantitative skills
- Driving license

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