

Job Overview:

Buyer

Job Title: Buyer	Location: King's Cross	Company: Gratte Brothers Group (GBG)
Reporting to: Purchasing & Supply Chain Manager	Key Stakeholders: Accounts Department; Engineering Department; Estimating Department; HSEQ Department; Supply Chain Department; Suppliers (External supply chain)	

Job Purpose:

- To carry out the Buyer's function in an efficient manner conforming to the Company's QA procedures.
- To purchase all materials and services required for the Company's contracts to achieve best value and in accordance with the targets set.
- To manage the provision of general materials to sites and the economical disposal of any surplus (in conjunction with the HSEQ Department)
- To arrange deliveries to / from 3rd parties' premises and site.
- To manage returns of surplus, incorrectly supplied or faulty materials.

Key Areas of Responsibility:

- Negotiate with manufacturers and suppliers to obtain the maximum beneficial terms and discounts available, either generally or in connection with a particular contract.
- In accordance with the requirements detailed on requisition forms, obtain from the best source and place orders for the materials or services required for any particular contract and in compliance with the contract specification(s) and / or schedule(s).
- Ensure purchases are made to give the maximum benefit to the Company including final negotiations to obtain improved buying terms for major plant and equipment.
- Ensure as far as possible that all delivery dates are met.
- Ensure that all orders are sent out within an acceptable period and are accurate and complete in accordance with the Company's procedures.
- Negotiate and arrange return of all unwanted goods to suppliers for credit.
- Ensure that all acknowledgements that are received are checked for correct quantities, price and delivery, forward any technical or commercial queries to project teams and ensure the project teams are aware of any possible problems that may arise.
- Regularly progress critical items to ensure deliveries are achieved where dates are essential and progress other items when requested and report back.
- Ensure that all records are correctly stored in line with the Purchasing Department's requirements.

- Resolving invoice disputes.

***This is a broad overview of the position and does not encompass all aspects of the role.
Gratte Brothers are an equal opportunities employer and welcome applications from all.***

Knowledge & Experience

Essential

- Previous experience working in a buyer position within a similar sector.
- Proven track record with buying and project management.
- Strong financial and commercial acumen.
- Proven track record of profitable/negotiation of orders.
- Good time management and experience of working to deadlines.

Desirable

- Previous experience within the Construction industry.
- Working towards professional qualifications and professional body memberships.

Attributes & Skills

Essential:

- High degree of accuracy
- Ability to manage the complete purchasing process
- Financial, commercial and operational acumen
- Ability to negotiate.
- Ability to prioritise and manage a workload
- Strong organisational skills
- Excellent verbal and written communication skills
- Communicate effectively with all relevant stakeholders
- Ability to work on own and within a team
- Ability to take the initiative where appropriate
- Strong all-round IT ability

Desirable:

- Knowledge and experience of using SharePoint
- Strong Microsoft Office knowledge

Qualifications

Essential

- GCSE (or equivalent) Maths – Grade C or above
- GCSE (or equivalent) English Language – Grade C or above

Desirable

- Achieved or working to achieve MCIPS qualification