

PERFORMANCE RELATED JOB DESCRIPTION

Job Title	:	Buyer
Employee Name	:	
Reports to	:	Supply Chain Manager
Date	:	December 2020

Purpose:

To purchase materials and purchase/hire plant and equipment economically, efficiently and to the appropriate quality to support the Construction target as set in the Game Plan Journal.

Accountabilities:

- Efficient, economic and timely purchasing of materials and equipment
- Efficient, economic and timely hire of plant and small tools
- Purchasing goods to appropriate quality standard
- Set up and manage/update price lists and discount structures
- Reducing the amount of single use plastic in site operations

Roles & Responsibilities:

- Engage with site teams – understand key materials and plant requirements
- Develop buying processes and procedures aligned to the business policies
- Review existing suppliers/ hire companies and set up 360° reviews and scoring matrix for analysis
- Review existing rebate deals and promote/introduce new deals
- Set up price lists/ discount structures for common and call off materials/ plant and equipment - on 12 monthly reviews
- Agree/ develop standard details and specifications
- Develop robust requisition procedure
- Work with estimators on new estimates/ negotiated projects
- Take on the buying function for new projects going through handover and mobilisation
- Building and improving supply chain relations, impacting on both the Net Promoter Score (NPS) and reducing the number of issues with deliveries and material shortages.

Required Qualifications/Experience	Level / Discipline	Date of Accreditation	Comments
Office 365	Intermediate/Advanced		
Construction industry Experience	10 + years		
House building with civils experience (main contractor)	5 + years		
Commercial awareness	Advanced/CIPS		
Negotiation skills	Advanced/CIPS		

Key Performance Indicators – How to prove that you are doing your job properly	
Outputs	Indicators
Improved Rebate Deals	Rebate deals showing greater dividends
Improved Buying Power	Increased project profitability
Improved Supply Chain Relationships	Increased NPS scores, reduction in delivery issues and material shortages

PLAN

MANAGE

MONITOR

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed quarterly and amended as necessary to ensure they reflect the needs of the job.