

## ROLE PROFILE

<b>Function</b>	<b>Commercial</b>	
<b>Job Title</b>	<b>Buyer</b>	
<b>Grade</b>	<b>C4</b>	
<b>Reporting Lines</b>	<b>Reports to</b>	<b>Commercial Director</b>
	<b>Direct Reports</b>	<b>N/A</b>

### Aim of the role

To work effectively within the Commercial team to appropriately resource developments.

### Responsibilities and Duties

- Schedule and quantify material from working drawings
- Understand drawings, specifications and techniques
- Procure materials to the works specification and budget
- Maximise profitability and minimise risk for developments
- Collate issues, receive and review tenders, and return quotations
- Attend review meetings with supply chain and project Operations/ Commercial teams
- Identify and resolve deficiencies in project documentation/ information such as drawings and specifications
- Identify items of financial/ contractual implication and respond appropriately
- Support the purchasing strategy
- Provide technical advice and support to the department and wider business
- Ensure regular communications with suppliers to develop positive relationships

### Knowledge Skills and Experience

- Proven experience of procurement practices and processes within a residential developer
- Computer skills (Microsoft packages)
- Working knowledge of COINS
- Excellent organisational, planning and time management skills
- Able to work to demanding deadlines
- Construction Skills Certification Scheme (CSCS) card

<b>Our Values</b>	
<b>Collaborative</b>	Act as one team Communicate Assume everyone has the best intentions Find a shared solution
<b>Trusted</b>	This starts at the top Ensure everyone feels valued Say what you mean, do what you say Be open and honest
<b>Focused</b>	Make sure we deliver Be present in the process Be thorough and disciplined Understand the end goal