

## ROLE PROFILE

<b>Function</b>	<b>Commercial</b>	
<b>Job Title</b>	<b>Assistant Buyer</b>	
<b>Grade</b>	<b>C3</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 assist with the buying process within the Commercial team.

### Responsibilities and Duties

- Administration relating to the printing, issuing, monitoring, executing and archiving of subcontract documentation
- Update and accurately maintain records and databases
- Providing reports to site-based staff on a weekly basis
- Entering data onto the in-house computer systems
- Arranging for documentation to be scanned and uploaded onto the in-house computer system
- Archiving of completed documentation
- Supplier Finance Scheme – initiate and liaise with subcontractors to start the procedure
- Liaise with the Bank and Accounts Department to finalise procedure
- Dealing with incoming supply chain questions or requests
- Maintain filing systems both physical and electronic
- Receive and distribute incoming procurement post, recognising what is important or urgent and scanning or emailing to relevant parties
- Any ad-hoc tasks as required

### Knowledge Skills and Experience

- Proven experience in administration - sub-contract procurement experience desirable
- Computer literacy to include working knowledge of Microsoft systems, access database and procurement systems, preferably COINS
- Good telephone manner and organisational ability
- Excellent communicator and ability to multi-task and action concurrently
- A team player but able to work with minimal supervision
- You should be honest and reliable and must work well under pressure
- Adaptable to change, approachable, conscientious and willing to accept ownership of tasks
- Ability to deliver accurate data
- Committed and pro-active with adherence to quality

<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