**Assistant Buyer**

We are looking for a confident and motivated assistant buyer to join the Taylor Wimpey team.

The assistant buyer will take responsibility for negotiating and procuring all materials and plant to ensure that the business’ unit output programme is carried out professionally and within budget. They will also ensure adequate resources are on site to build the product in accordance with the planned programme and will monitor and evaluate supplier performance and take any appropriate action.

**The Role:**

**Resource Management**

* Liase with the Sales and Design and Planning Departments with regard to specification on a site-by-site basis, advise on cost and availability of materials and products and produce specifications.
* Liase with Production Management in respect of the programming and delivery of material supplies.

**Scheduling and quantifying materials and labour**

* Prepare and/or check material schedules from house type drawings and liase with site management on any later amendments and revisions.
* Negotiate and place orders for materials/suppliers on a competitive tender basis.
* Negotiate and place orders for hiring any plant e.g. forklifts, generators etc. and maintain the monthly plant accrual report.
* Ensure all specifications and programmes are complied with and that quality is not compromised.
* Monitor invoicing procedures and resolve any issues in conjunction with the Finance Department.
* Work with all suppliers to negotiate best deals where appropriate and work with other departments to improve cost effectiveness.

**Supplier Management**

* Assist in the evaluation of supply markets and suppliers on a regional and national basis.
* Ensure terms of supplier agreements are fully met in respect of delivery, quality and price.
* Oversee site stock on a regular basis.
* Monitor material quality and the performance of suppliers in conjunction with site based staff.
* Assist in providing feedback to suppliers outlining where an unacceptable standard of materials or performance has been identified.
* Assist in the management and communication of National Agreements to the Business Unit to include the collection of rebate claims.

**Commercial**

* Negotiate with suppliers to achieve the best possible commercial outcome.
* Assist in seeking ways to take cost out of the Business (Value Engineering).
* Assist in the processing of invoice queries and customer option order payments.
* Contribute to the Budget process with up to date pricing and forecast information.
* Set-up and maintain Bills of Quantities, Material Schedules and use COINS orders.

**General**

* Develop awareness of continuing product development in light of changes in legislation i.e. building regulations, etc.
* Attend PMIP meetings, specification and any other relevant meeting as required under the Company’s Operating Framework & Commercial Manual.
* Undertake regular site visits to support the production team.
* Any other duties as required by the Line Managers.

**The Person:**

* Application of Best Practice Procurement Tools and Techniques.
* Awareness of Building Regulations, NHBC requirements and Health & Safety Legislation.
* IT literate – including Microsoft Office and web based applications.
* Experience in the procurement and purchase of materials and plant is preferred.
* Some experience in design packages would be beneficial.
* Commercial Awareness
* Attention to Detail
* Planning / Time Management

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role**.