**Senior Buyer**

Opportunity on our commercial team as a senior Buyer, you will be responsible for negotiate and procure all materials and plant to ensure that the business’ unit output programme is carried out professionally and within budget.

**Responsibilities**

Resource Management

* Liaise with the Sales and Design and Planning Departments
* Liaise with Production Management
* Develops Procurement strategy

Scheduling and quantifying materials

* Prepare material schedules from house type drawings
* Negotiate and place orders for materials/suppliers on a competitive tender basis.
* Negotiate and place orders for hiring any plant
* Ensure all specifications and programmes are complied with and that quality is not compromised.
* Monitor invoicing procedures
* Work with all suppliers to negotiate best deals

Supplier Management (and subcontractors where applicable)

* Evaluate supply markets and suppliers on a regional, national and international basis.
* Implement supplier performance measurement systems.
* Ensure terms of supplier agreements are fully met in respect of delivery, quality and price.
* Work with suppliers on an agenda of continuous improvement.
* The above points apply to both Regional and National Procurement activity.
* Oversee site stock on a regular basis.
* Monitor material quality and the performance of suppliers and subcontractors
* Provide feedback to suppliers and subcontractors
* Management and communications of National Agreements to the Business Unit

Commercial

* Negotiate with suppliers to achieve the best possible commercial outcome.
* Negotiate contracts to minimise risks to the Business.
* Constantly seek ways to take cost out of the Business.
* Manage invoice and rebate procedures to maximise cash flow opportunities.
* Contribute to the Budget process with up to date pricing and forecast information.
* Record price variations and savings monthly to QS, Commercial Manager/Commercial Director.
* The above points apply to both Regional and National Procurement activity.

Human Resources

* Keep up to date with Legislative changes and Best Practice Procurement.
* To carry out periodic staff performance appraisals to all direct reports.
* Train and Develop any Direct Reports.
* Develop succession plans as appropriate.

General

* Maintain awareness of continuing product development in light of changes in legislation
* Benchmark processes and prices with Best Practice
* Attend pre start, specification and any other relevant meetings
* Undertake regular site visits to support the production team and monitor material quality.
* Any other duties as required by the Commercial Director

**The Person:**

* Application of Best Practice Procurement Tools and Techniques.
* Good knowledge of Building Regulations, NHBC and Health and Safety Requirements.
* Wide experience in the procurement and purchase of materials and plant.
* Working knowledge of contract law.
* Competent in IT e.g. database systems, Word, Excel and PowerPoint.

**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.**