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| Job Title: | Assistant Buyer |
| **Business:** | **Taylor Wimpey East London** |
| **Location:** | **Brentwood** |
| **Reports to:** | **Senior Buyer or Commercial Director**  |
| **Main Interfaces** | **All staff involved in site development** | **External suppliers of materials and labour** |

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| Overall Purpose |
| To assist staff with general administrative duties and low key orders within the buying department. |

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| Key Activities |
| 1. Resource Management |
| * Assist in liaising with staff within the commercial department to ensure administrative duties and orders are placed on time and to ensure the efficient assimilation of information.
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| 2. General Duties |
| * Update on a weekly basis sites plant on-hire reports.
* Ordering as follows:
	+ - * Clothing for office and site from Special Wear website and be point of contact to check delivery and distribute.
			* Stationery for sites from Commercial Ltd web site and raising order.
			* Simple unbudgeted variations such as fuel, p.p.e., etc.
			* Other items under Buyer guidance, e.g. consumables 3-monthly orders.
* Update orders where price increases.
* Invoice queries.
* Maintaining lever arch files including making up new sites files and archiving.
* Filing.
* Sending out order acknowledgements to site
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| 3. General |
| * All orders are to be placed on the COINS system.
* Any other duties as required by the commercial director/department.
* Assist with preparing material schedules from working drawings.
* Attend monthly site meetings with site buyer.
* Oversee the running of sites once handover by the senior buyer/buyer.
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| Key Competences |
| Team workingNegotiation skillsAttention to detailPlanning |

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| Key Experience |
| * Ability to learn and operate relevant IT and procedural systems.
* Honesty, reliability and enthusiasm.
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**If you would like to be considered for this role then please send your CV to:**

**james.dawkins@taylorwimpey.com by 9 July 2015.**