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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 working  Negotiation skills  Attention to detail  Planning |

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| Key Experience |
| * Ability to learn and operate relevant IT and procedural systems. * Honesty, reliability and enthusiasm. |

**If you would like to be considered for this role then please send your CV to:**

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